

PETTY CASH AND CASH HANDLING

Background:

The Division recognizes its responsibility to safeguard assets, including cash, and to ensure the completeness of cash transactions.

Definitions:

Cash and Cash Equivalents:

refer to currency, coins, money orders, cheques and stored-value products such as gift certificates and gift cards.

Cash Float:

is cash (bills and coins) held for the purpose of supplying change.

Petty Cash:

is a small amount of funds in the form of cash used for expenditures where it is not sensible to make disbursement by cheque because of the inconvenience and costs of writing, signing and cashing the cheque.

Procedures:

1. Petty Cash

- 1.1. The Principal/Director is responsible for ensuring all staff follow petty cash procedures as monitored by the Secretary-Treasurer and outlined in the [Financial Process Manual](#).
- 1.2. Petty cash in schools shall be held and managed in the main office. Petty cash at Central Services shall be held and managed independently in each department. In unique circumstances (such as school trips), exceptions may be made in coordination with Financial Services.
- 1.3. The maximum total amount held in petty cash shall not exceed:
 - 1.3.1. \$1,000 at a junior high or senior high school,
 - 1.3.2. \$500 at an elementary school,
 - 1.3.3. \$500 at a department, and
 - 1.3.4. any schools/departments requiring petty cash exceeding the above limits shall obtain approval from the Secretary-Treasurer.
- 1.4. Petty cash custodians shall be Division employees.
- 1.5. Funds shall be held in a lock-box stored in a safe or secured location, or a cash register.
- 1.6. Petty cash shall not be used as a float (that is, for the purpose of making change).

2. Cash Floats

- 2.1. Any area holding cash floats shall follow cash float procedures as monitored by the Secretary-Treasurer and outlined in the [Financial Process Manual](#).

- 2.2. Each cash float shall not exceed:
 - 2.2.1. \$500 at a junior high or senior high school,
 - 2.2.2. \$200 at an elementary school,
 - 2.2.3. \$200 at a department, and
 - 2.2.4. any schools/departments requiring cash floats exceeding the above limits shall obtain approval from the Secretary-Treasurer.
- 2.3. Each cash float shall be held in a separate lock-box stored in a safe or secured location, or a cash register.
3. Handling of Cash and Cash Equivalents
 - 3.1. All areas handling cash and cash equivalents shall adhere to the following practices regarding cash handling, which are further detailed in the [Financial Process Manual](#):
 - 3.1.1. The Principal/Director shall be responsible for safeguarding funds until they are deposited or forwarded to the Director of Financial Services for deposit.
 - 3.1.1.1. Any area handling cash shall make a deposit once the cash balance reaches \$1,000, not including petty cash and cash floats; this could be daily.
 - 3.1.1.2. If the balance is less than \$1,000, a deposit shall be made at least every two weeks.
 - 3.1.2. Funds shall be stored in a safe or secured location. If access to a safe is not available, deposits shall be done more frequently.
 - 3.1.3. Deposits shall be taken to the bank by a staff member and at varying times of the day.
 - 3.1.4. All funds received and disbursed shall be accounted for on a timely basis.
 - 3.2. The Secretary-Treasurer shall monitor accounting records on an annual basis or as necessary.

Reference:

Section 52, 53, 68, 196, 197, 204, 222, 225 *Education Act*