

Issue Date	October 13, 2015
Revision Date	
Review Year	2020

**Objective:**

*To provide direction for implementation of Board Policy 4050 regarding a petty cash fund.*

**Responsibility:**

The administration will secure and maintain a supply of petty cash with the Head Secretary.

**Regulation:**

1. The Principals will be responsible for the control, custody, and accountability of the school's petty cash fund.
2. Petty cash funds must be kept secure at all times in an appropriate locked cash box.
3. Petty cash reconciliation must be completed every month with attached receipts.

**References:**

*BP 4050 Petty Cash*