

PETTY CASH ACCOUNTS

The Berlin Central School District Board of Education authorizes establishment of imprest cash funds for petty cash purposes. Pursuant to the Commissioner's Regulations, the balance of each such fund shall not exceed \$100.00. The maximum expenditure from any such fund shall be in the amount permitted by law.

Staff who shall be custodians of such funds shall be designated annually by name at the Board's organizational meeting. The purposes for which funds from any petty cash fund hereby established shall be restricted to payment for miscellaneous postage costs, collect deliveries, change funds (viz., athletics, cafeteria, school store), or for incidental materials and supplies, so long as payment for such incidental expenditure is required upon delivery.

In no case shall petty cash funds be used to pay any employee of the District, or to reimburse any employee for any expense or purpose whatsoever, including for travel or telephone expenses incurred on District business, or for loans to employees. Neither shall sales tax on any purchase be paid by the District from petty cash funds.

Receipts and cash-on-hand shall always total the authorized fund amount. All disbursements from petty cash funds shall be supported by receipted bills, paid out slips, or other permanent evidence documenting the expenditure.

Each petty cash account may be reimbursed periodically, up to the extent of adequately documented expenditures, upon submission to the Treasurer of a report of such expenditures.

Each petty cash fund provided for buildings, cafeterias, school stores or other activities that will not operate during July or August will be closed out at the end of each school year.

References

Education Law Secs. 1709(29)
8 NYCRR 170.4