

## PETTY CASH FUND

This policy authorizes the establishment of a petty cash fund, and provides the authority to administer and audit the fund.

- A. The Director of Business Services shall establish and maintain a petty cash account. Authority is granted to establish a checking account for the receipt and disbursement of all monies. Student club account monies are not to be deposited in this account. The fund and associated transactions shall be subject to the annual audit as directed by the Board of Education.
- B. A GENERAL FUND advance of \$5,000 shall be used to initiate the fund.
- C. The fund is established for these purposes:
  - 1. To serve as an interim holding account for General Fund monies collected by agents of the School District.
  - 2. To serve as both a collection and disbursement instrument for non-student club activities.
  - 3. To provide an instrument for the disbursement of funds, which do not fit into the routine schedule of bills.
- D. Disbursements are authorized for or to repurchase bad checks from local banks for all accounts, and payments where, in the sole judgment of the Director of Business Services, the transaction cannot wait for a routine Schedule of Bills.

Adopted: 6/18/01

Revised: 3/16/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us