PETTY CASH (Vacation Care) POLICY

PURPOSE

Yarra Ranges SDS will only utilise a Petty Cash Float as part of the Vacation Care Respite Program. The purpose of the float in this instance is to facilitate an element of choice within activity groups participating in the program. The petty cash process will comply with the Department's policy requirements. The petty cash transactions will be recorded using the Department's preferred Imprest System.

SCOPE

This policy applies to petty cash held by **Yarra Ranges SDS Vacation Care Respite Program** that may be utilised **by program staff** for small purchases at the discretion of the principal or petty cash advance holder.

POLICY

Petty cash may be utilised to meet minor payments for program-related purposes other than salary and wages.

The limit on any one payment is $800.

Cash must be kept in a secure, locked location at all times and must be only accessed by the Business Manager, the Vacation Care Respite Program Coordinator and/or the Vacation Care Supervisor.

Cash advance

Schools are permitted to keep a small amount of petty cash on site to cover small program expenses. The school council must approve and minute the approval of the petty cash advance amount. A petty cash advance should be sufficient to pay the expected expenditure **for each Vacation Care Respite Program individually.**

Only one staff member must be the custodian of a petty cash advance and is accountable for it (*the advance holder*). **At Yarra Ranges SDS, Elaine Feyen is the advance holder**.

The Yarra Ranges SDS Principal, with school council permission, may establish a petty cash advance for the purposes of the Vacation Care Respite Program and:

- the limit on any one payment is $800.
- clear records of petty cash expenditure must be maintained. All reimbursements must be recorded on a "Petty Cash Form" detailing the date of reimbursement, signature of the claimant, goods or services obtained and payment made, **clearly recorded on the Imprest system.**
- All original tax invoices/receipts are required to be attached to the Petty Cash Form. All petty cash claims must be supported by receipts or invoices.
- The "Petty Cash Form" should be kept with the advance in a secure location.

- Advances must be adjusted at the end of each Vacation Care Program by either the:
    - repayment of cash equal to the advance
    - production of receipts/invoices equal to the advance
    - production of cash and receipts/invoices equal to the advance.
- The cash on hand must be fully adjusted and re-banked following the end of each Vacation Care Respite Program.
- Transactions should be recorded as close as possible to the time of occurrence, so that at all times the accounting records reflect the actual financial situation and can be verified.
- Before petty cash is replenished, a reconciliation must occur to ensure that the total payments made plus the balance of cash on hand are equivalent to the original advance.

Internal checking system

The principal, or an officer appointed by the principal, must check the petty cash balance during the Vacation Care Program without giving advance notice of the check. The check should not be at the end of a reimbursement period and is intended to ensure that:

- records are up-to-date
- loans are not being taken from the advance
- security is being maintained over the advance and receipts/invoices

The advance holder must be present at all times during the check.

The principal is to be advised in writing of the results of the check in a signed and dated report from the checking officer and the advance custodian. If the Principal is the checking officer they will produce the report in conjunction with the advance custodian.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: Payment of Accounts
- Financial Manual for Victorian Government Schools Section 11 – Expenditure Management
- Cash Handling resources

REVIEW CYCLE

This policy was last approved by school council on 20th June 2018 and is scheduled for review in June 2019.

School Council President

20/6/18
Date