



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

Gladesville Boulevard Patterson Lakes 3197

Phone 9772 4011 Fax 9776 0421

Email: patterson.lakes.ps@edumail.vic.gov.au

P.O. Box 330, Patterson Lakes, 3197

Principal: Carole Mayes

Website: <http://www.patterson-lakes-ps.vic.edu.au>

PETTY CASH POLICY

PURPOSE: The purpose of petty cash is to meet minor payments, up to a limit of \$200 on any one item and for the purpose of a cash float for school events and fundraisers.

RATIONALE

Cash transactions are one of the most vulnerable areas of the school. The school will implement the measures outlined below, in accordance with Department guidelines, to safeguard and protect the staff involved in handling claims and to minimise the risks associated with handling petty cash. The use of the petty cash system is not designed to replace standard purchasing arrangements, all efforts should be made to use DET standard practices for purchasing using the schools purchase order system or the schools corporate card system.

AIMS

- Minimise risk and protect staff/responsible persons involved in handling petty cash.
- Provide a clear set of procedures to ensure all cash is reimbursed with the required documentation and recorded in CASES21 intact and in a timely manner.
- Provide clear understanding of the process and ensure it aligns with Departmental policy and guidelines.

IMPLEMENTATION

Imprest System

Petty cash advances, which must be approved/ratified within the school payments process by the School Council, are to be maintained on an imprest system.

This means that only the aggregate of the actual payments are claimed by way of reimbursement.

Therefore, the amount of the advance is accounted for at any time by the production of cash/vouchers totalling the advance.

Approval of Payments

A reimbursement form completed in ink, and approved by the principal or delegate should support all petty cash payments.

Completed vouchers should be marked 'paid' to prevent them from being re-submitted and paid again.

A receipt or tax receipt, where GST is applied, must accompany petty cash claims for proof of original purchase.

The Principal may approved a payment up of \$75.00 on any one transaction without the supply of a printed receipt when a sufficient reason is supplied on the reimbursement request form.

Recoupment

Whenever petty cash needs replenishment:

- total the payments to date;
- ensure that the total of the payments made plus the balance of cash on hand equal the amount of the advance;
- summarise the expenditure incurred to accounts chargeable on reimbursement;

- prepare the payment voucher to replenish the advance to its fixed amount, that is, a cheque is to be drawn for the sum of the total payment made;
- make the recoupment cheque payable to the „advance holder“ and opened to „pay cash“ with this notation being signed by the cheque signatories.

A new record of the petty cash payment schedule is to be started after each recoupment of the advance amount.

Security

Only one officer is to be the custodian 'advance holder' of a petty cash advance and accountable for it. Therefore, no other person is entitled to access the advance.

Cash on hand is to be kept in a secure location (lockable drawer/safe) at all times. The cash on hand must be fully adjusted and re-banked at the end of each school year.

During other vacation periods, where small amounts are held it is not necessary for action to be taken. 4. Internal Control Sub-Systems v3.2 19

Petty Cash reconciliation

The principal or an officer appointed by the principal should carry out checks (at least two per year) where the officer checks that the petty cash balances, without having given the advance holder/custodian prior advice of the check.

The check should not be at the end of a reimbursement period and is intended to ensure that:

- the records are up-to-date;
- loans are not being taken from the advance;
- security is being maintained over the advance and vouchers.

The custodian 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.

EVALUATION

Guidelines are updated annually as per DET recommendations.

CERTIFICATION

This policy was ratified at the School Council Meeting held at Patterson Lakes Primary School, May 20th 2018.

Signed.....



School Council President

Signed.....



Principal