



# Policy of the Board of Trustees

**D Series**

**DJC**

## **PETTY CASH ACCOUNTS**

Petty cash funds may be established for the North Country Charter Academy in such instances as they will expedite the purchase of minor items and/ or provide immediate payment for minor services.

Expenditures against these funds must be itemized and documented with receipts and will be charged to the applicable budget code. After a budget item is exhausted, no expenditures against the item may be made from petty cash.

The custodian for such accounts at the school will be the Business Manager.

The Business Manager of the North Country Charter Academy will administer petty cash funds established for the school as follows:

1. Petty cash may be used to purchase items costing less than \$50.00.
2. No purchase will be reimbursed through a petty cash account unless accompanied by a receipt and noted on the petty cash report.
3. The petty cash report and accompanying receipts should be turned in periodically to the Principal for approval and reconciliation; then the Business Manager can reimburse the fund. The report must be filled out completely.

*1st Reading: October 20, 2011*

*2nd Reading: December 15, 2011*

*Adoption: January 24, 2012*

*Proposed Reconsideration: January 2016*