



# Petty Cash Policy

## Rationale

To ensure our school complies with DET petty cash guidelines.

## Aims

To operate a School Council approved Petty Cash system for incidental requirements for school activities.

## Implementation

Petty Cash will be stored securely in the school safe and all tax invoices recorded and reconciled as per DET guidelines. The limit on any one payment is \$200 and clear records of petty cash expenditure must be maintained.

## Evaluation

This policy will be reviewed by the Finance Sub-Committee each year.

This policy was last ratified by School Council in September 2017.