

District: Tupelo Public School District
Section: D - Fiscal Management
Policy Code: DJB - Petty Cash Accounts

PETTY CASH ACCOUNTS

The Board authorizes the establishment of a petty cash fund to handle small payments for incidental items that occur at each school inclusive of postage, express charges, small supplies and similar items.

The petty cash account shall be safeguarded in accordance with administrative procedures promulgated to that end.

The Board shall (1) determine the amount, (2) determine whether the person responsible should be bonded, and (3) ensure adequate safeguards are established for the fund. The following petty cash accounts are authorized by the Board: \$200 per activity and \$400 per district maintenance account. At no time shall any loan or advance, personal or otherwise, be made from the petty cash fund.

ADMINISTRATIVE PROCEDURES

1. The fund will be established by writing a check on the proper fund for the amount as authorized by the Board. The check will be made payable to the person responsible for the petty cash fund.
2. Disbursements from the petty cash fund shall be supported by invoices, statements, receipts or other documentation. This documentation shall remain with the petty cash fund until the fund is replenished. The sum of this documentation and the remaining cash shall at all times be equal to the original amount of the petty cash fund.
3. The petty cash fund shall be periodically audited by the superintendent or designee.
4. The petty cash fund will be replenished when the cash is nearly exhausted. Replenishment takes place by presenting an itemized listing of all disbursements with documentation to the Director of Finance. After verification, the Director of Finance shall issue a check in the amount of the itemized listing and made payable to the person responsible for the petty cash account. The Director of Finance will enter the accounting data for the petty cash fund disbursements into the books of accounts.
5. All petty cash funds are required to be returned to the Director of Finance prior to June 30th of each fiscal year in accordance with year-end closing procedures.
6. Responsibilities for petty cash accounts are as follows:

<u>Name of Account</u>	<u>Account Responsibility</u>	<u>Petty Case Responsibility</u>
Alternative School	Assistant Superintendent	School Secretary
Carver Elementary	Principal	School Secretary
Church Elementary	Principal	School Secretary
Joyner Elementary	Principal	School Secretary
Lawhon Elementary	Principal	School Secretary
Lawndale Elementary	Principal	School Secretary
Milam Elementary	Principal	School Secretary
Parkway Elementary	Principal	School Secretary
Pierce Street Elementary	Principal	School Secretary
Rankin Elementary	Principal	School Secretary

Tupelo High School
Tupelo Middle School
Tupelo Career Center
Athletic Department
Operations Department
Special Ed Department
Transportation
Food Service
Administrative Office
All Other Funds

Principal
Principal
Vocational
Director of Athletics
Director of Operations
Director of Special Education
Supervisor of Transportation
Supervisor of Food Service
Superintendent
Director of Finance

Bookkeeper
School Secretary
Director School Secretary
Department Secretary
Department Secretary
Department Secretary
Office Secretary
Bookkeeper
Office Manager
Department Secretary