



**FOREST LAKE AREA SCHOOLS
FOREST LAKE, MN 55025**

December 5, 2013

AGENDA ITEM: 9.13

TOPIC: PETTY CASH Increase from \$3,000 to \$5,000

BACKGROUND: The petty cash fund is a check book account that is used to refund parents for students who are cut from sports.

PROCESS: The parents pay for the sports in order for the student to try out. We issue the parent a refund once the student is cut from the team. Most refunds are \$300, which depletes the petty cash account to \$0 with only 10 refunds.

RECOMMENDATION: Administration recommends approval of petty cash increase from \$3,000 to \$5,000.