

<b>Policy Number:</b> F 001	<b>Title:</b> Petty Cash Policy
<b>Performance Standard:</b>	<b>Original Date:</b> 8/2006
	<b>Policy Council Approval/Revision:</b> 8/2006 1/2018 <b>BOE Approval:</b> 1/2018

**POLICY:**

The Petty cash checkbook and checks will be kept in the locked safe. Petty cash checks will be issued with the approval of the Head Start Director only. Checks will be issued up to \$100.00 unless pre-authorization has been received from the Associate Superintendent of Business. All checks will be issued with two signatures. Authorized signers include the Head Start Director and the coordinators. If staff turnover occurs, a change will be made immediately with the bank. The HS Director will hold one signature, and an assistant director will hold the second signature. The Fiscal Secretary will maintain the Petty cash account, balance and verify all bank statements, and maintain the \$500.00 account with a balance of no less than \$50.00 to avoid insufficient funds and costs associated with that. Because the Fiscal Secretary is balancing the account, this position will not be an authorized signer in order to meet fiscal accountability in the program.

**PROCEDURE:**

1. The Fiscal Secretary or the Head Start Director will write the Petty cash checks. The Fiscal Secretary will prepare a check at the request of the Head Start Director.
2. A small invoice, less than \$50.00 will be paid from the Petty cash account. Larger invoices should be paid using the Accounts Payable process. An invoice or a receipt given with payment, will be used as documentation of the petty cash transaction.
3. The Fiscal Secretary will notate the petty cash check number and date written on the documentation.
4. Parent expenses, such as mileage and childcare will be paid from Petty cash once a Parent Expense form has been received. The Head Start Director must approve this request. The Fiscal Secretary will write the check, get the required signatures, and mail within two business days after receiving the approved request from the Head Start Director.
5. The Fiscal Secretary will submit a requisition for Petty cash reimbursement when the balance reaches no less than \$50.00. All original invoices or Parent Expense forms must be attached to the requisition to verify the use of the Petty cash account.

6. The Fiscal Secretary will make bank deposits for the Petty cash account within two business days of receiving the check from USD 418.