



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## POLICY STATEMENT

**Policy Name:** Petty Cash Funds  
**Section:** Business and Administrative Services

**Policy Code:** BA-4.3

Established: February 25, 1999

Revised or

Reviewed: November 2004; October 29, 2009; February 27, 2014; April 25, 2019;  
February 27, 2024

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### 1. POLICY STATEMENT

The Kawartha Pine Ridge District School Board will establish petty cash funds for school offices and Board departmental offices to be used for emergency and small incidental purchases which cannot be acquired through normal purchasing methods (i.e. purchase requisition, purchasing card) or to establish a cash float for special events. The petty cash fund will be used only for such expenditures.

### 2. OBJECTIVE

The objective of this policy is to establish the parameters when petty cash should be used.

### 3. DEFINITIONS

#### Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

#### Expenditure

Expenditure is a financial cost for a good or service used to enhance program delivery, learning opportunities, and/or various activities in the school/department. All expenditures must be supported with an invoice or receipt.

#### Invoice

An invoice is an itemized list with the price of goods or services received.

#### Petty Cash

Petty cash is a small amount of cash kept at the school or board office to pay for minor incidental expenses or provide a cash float for special events.

**Policy**

A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

**Special Event**

A special event is a non-recurring event at a school for the purposes of school fundraising or enhancement of student education.

**4. APPLICATION**

This policy applies to all employees of the board who request, approve, distribute, or use petty cash.

**5. RESPONSIBILITY**

Principals and senior administration have responsibility for this policy. The Director has the authority to implement this policy and its associated administrative regulation.

**6. POLICY**

The purpose of the fund is to meet the needs of the school through the purchase of nominal value items in a cost-effective manner. Petty cash funds are not intended to circumvent normal purchasing procedures or expense reimbursements for employees.

Petty cash funds may be replenished from time-to-time throughout the school year as required, in accordance with accepted accounting practices. All petty cash funds must be closed at the end of each school year. Administrative regulations will be maintained that reflect the philosophy of this policy.

**7. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS**

Board Policies:

[BA-4.8, Fundraising](#)

[BA-5.1, Procurement Procedures](#)

[BA-4.10, Expenses and Reimbursements for Employees](#)

Administrative Regulation:

[BA-4.3.1, Petty Cash Funds](#)

**8. REFERENCE DOCUMENTS**

Legislation:

[Broader Public Sector Accountability Act Education Act](#)

[Education Act](#)