

Kelsey School Division Box 4700 The Pas, MB R9A 1R4	Code: DJB
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PETTY CASH ACCOUNTS

- 1. Petty cash accounts for each school may be established by the Secretary Treasurer. Funds will be entrusted to the school Assistant Principal, who may spend them for items related to school operation. The expenditures will be recorded and reported to the Secretary Treasurer monthly. The Secretary Treasurer, on acceptance of the report, will replenish the account to an established limit.

- 2. The Assistant Principals will return the petty cash fund upon termination of the school year at the end of June. The funds will be re-issued to the Assistant Principal at the beginning of the following school year.