

# Policy

No. 615

## Board of Education Nutley

FINANCES

### PETTY CASH

The Board recognizes the convenience a petty cash fund affords in the day to day operation of a school district, but the Board is also aware of the abuses that can result from the establishment of such funds unless proper controls are promulgated.

The Board authorizes the establishment of imprest (revolving type) petty cash funds in the care of the following persons and in the following amounts:

<u>Responsible Title</u>	<u>Amount</u>
Board Secretary	\$200.00
Principal, Middle School	100.00
Principal, High School	200.00
Principal, Washington School	50.00
Principal, Spring Garden School	50.00
Principal, Yantacaw School	50.00
Principal, Radcliffe School	50.00
Principal, Lincoln School	<u>50.00</u>
Total	\$750.00

All petty cash funds will be closed out for audit at the end of the school year and the unused funds shall be returned to the depository.

Reference: 18A:19-13, 18A:23-2;  
N.J.A.C. 6:20-2.10

Adopted: 5/21/80  
Revised: 8/24/81