

PETTY CASH POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact [insert school contact details].

PURPOSE

To implement a petty cash process that complies with the Department's policy requirements.

SCOPE

This policy applies to petty cash held by Omeo Primary School that may be utilised by school staff for small purchases at the discretion of the Principal or petty cash custodian.

POLICY

Petty cash may be utilised to meet minor payments for school-related purposes other than salary and wages.

Omeo Primary School does not operate with Petty Cash.

COMMUNICATION

This policy will be communicated to our staff in the following ways:

- A copy will be made available to all staff who handle petty cash
- Included in staff handbook/manual
- Discussed at staff briefings/meetings (as required)

FURTHER INFORMATION AND RESOURCES

- [Financial Manual for Victorian Government Schools](#) Section 11 – Expenditure Management
- [Cash Handling resources](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	Feb 2022
Approved by	School Council
Next scheduled review date	2023/2024