

Fiscal Management 4102 Petty Cash Funds	Administrative Application	
	Last Reviewed /Approved on:	September 10, 2026
	References:	The Education Act, 1995; Section 85 Policy 2 – Role of the Board Policy 12 – Role of the Director
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) may establish petty cash funds where a continuing operational need exists. Petty cash is a payment method of last resort for small, infrequent purchases when a purchasing card, electronic reimbursement, purchase order, or normal invoice process is not practical or available.

Application

1. Usage

Petty cash may be used only for necessary, low-value Division expenses such as postage, minor office or instructional supplies, consumables, and other approved incidentals when another payment method is not practical. Purchases must comply with all purchasing, tax, conflict-of-interest, and expense requirements.

2. Limits

Standard fund limits are \$500 for elementary schools and \$1,000 for high schools. The Chief Financial Officer may approve a different amount based on documented operational need and financial risk.

- a. No transaction may exceed \$100 unless approved in writing by the Chief Financial Officer before the purchase.
- b. A purchase must not be divided into multiple transactions to avoid this limit.

3. Documentation

Every reimbursement must include an original itemized receipt or a legible electronic copy showing the supplier, date, items purchased, taxes, and total paid. A debit or credit card slip, packing slip, or non-itemized statement is not sufficient. Cash will not be released until the documentation is complete.

4. Exclusions

The following items are excluded from reimbursement:

- a. salary or wage payments
- b. personal loans or advances
- c. travel expenses and registration fees

- d. alcohol
- e. honorariums
- f. vendor invoices
- g. purchases for employee(s) benefits (e.g. lunches, flowers, coffee, personal gifts)

5. Replenishment

Schools and other petty cash managers shall apply for the replenishment before the fund is insufficient for normal needs and at least at fiscal year-end. Each request must include a reconciliation showing the authorized fund amount, cash on hand, supported vouchers, approved adjustments, and total requested. Accounts Payable will return incomplete, unsupported, unapproved, or incorrectly coded claims.

6. Authority

Petty cash funds shall be administered in the following manner:

- a. The principal or designated supervisor is accountable for the fund. A custodian may administer the fund but must not approve their own reimbursement or approve the replenishment they prepared. The claimant's supervisor must approve the business purpose and coding. An alternate approver must be used where the claimant is the normal approver.
- b. Upon receipt of an application for such, the Chief Financial Officer may authorize petty cash funds in Catholic Education Centre offices. The applicant shall administer any such fund.
- c. A missing receipt declaration may be accepted only in rare circumstances, must explain the purchase and why the receipt is unavailable, and must be approved by the claimant's supervisor and the Chief Financial Officer or designate. Repeated missing receipts may result in loss of petty cash access.
- d. The petty cash holder must keep the fund in a locked location with access limited to authorized employees. Petty cash must not be deposited into a personal account, taken home, combined with other money, or used as an operating float unless specifically approved. A documented count and handover must occur whenever custody changes.

7. Shortages

If a shortage is discovered, it must be reported promptly to the Comptroller and Chief Financial Officer who, after reviewing the circumstances of the case, shall take whatever corrective or recovery action is necessary.

8. Audit

The petty cash holder must reconcile the fund whenever replenishment is requested, when custody changes, at fiscal year-end, and whenever requested by Finance or audit. At all times, cash on hand plus supported and approved vouchers must equal the authorized fund amount. Finance may perform announced or unannounced counts and compliance reviews.