

## DOVE HOUSE SCHOOL ACADEMY TRUST

### PETTY CASH POLICY

Policy issued 27 <sup>th</sup> November 2014
Approved by Colin House, Headteacher & Annie Benton Chair of Governors
Signed:      Colin House      /      Annie Benton
Approved at Governing Body on 27 <sup>th</sup> November 2014 Next Review to be September 2017

### POLICY STATEMENT

This policy will outline the procedure for dealing with Petty Cash expenditure by the academy.

The balance of cash must be kept locked in a secure place, and will be subject to periodic checks by the Senior Designated Officer, or such person nominated by him or her. An advance of up to £50 can be requested from the Finance Office when possible, so staff members do not need to use their own funds. Each advance must be signed to confirm the amount and the funds used within the agreed limits of the Petty Cash Policy. Each member of staff issued with a petty cash advance is responsible for its safe keeping. All transactions must be supported by receipts or vouchers to be returned to the Finance office with any unspent funds. If any receipts are lost, a petty cash voucher must be completed by the member of staff with the details of the retailer, items purchased, cost and date, this will then be presented for authorisation by the Senior Designated Officer, or such person nominated by him or her.

#### Agreed Expenditure and Limits

- The purchase of items which are to be used as part of the lesson, including bus and train tickets.
- Maintenance supplies at suppliers where there are no facilities to open a Credit Account.
- Pupil Individual purchase transactions as part is of an independent living lesson plan - there is an expectation that expenditure will adhere to best value principles.
- Fuel for borrowed or rented minibuses.

- Hospitality for visitors and events if there is no opportunity for an online food delivery or in house catering.
- Equipment preapproved via a Purchase Order Form and not available to purchase online.
- Postage.

**Expenditure Not Authorised**

- Staff beverages or food.
- Any items for personal use.
- Any staff transport costs (These can be reimbursed via a Mileage and Expenses Claim Form).
- Equipment not preapproved via a Purchase Order Form.

Petty cash expenditure will be audited and checked by both internal and external auditors to ensure best value for money and most appropriate items purchased, also the best value suppliers are used.