ARARAT NORTH PRIMARY SCHOOL

PETTY CASH POLICY

Help for non-English speakers

If you need help to understand the information in this policy please contact the Ararat North Primary School Office: Ph: 03 53 52 3766.

PURPOSE

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

SCOPE

This policy applies to petty cash processes conducted by Ararat North Primary School.

POLICY

In some schools, petty cash may be utilised to meet minor payments for school-related purposes other than salary and wages.

Ararat North Primary School does not keep petty cash and no amounts of money are made available to staff for petty cash purposes.

Staff who wish to make small purchases are welcome to do so with their own money and be reimbursed through the school's reimbursement process: signed purchase order, valid tax invoice/s and completed reimbursement form submitted to the office. Money is then reimbursed via bank transfer.

COMMUNICATION

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

- Uploaded to the staff Google Drive
- 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	July 2026
Approved by	School Council
Next scheduled review date	July 2028