

Administrative Regulations Regarding Petty Cash Funds

In order to facilitate minor purchases, the Superintendent shall establish a small, petty cash fund not to exceed \$250.00 in each school as well as for the central administrative office. Expenditures against the fund must be carefully itemized by the Principals. After a budget item is exhausted, no expenditures against this item may be made even from the petty cash fund, unless a line-item transfer is authorized under Board of Education policy #3160—Board Budget Procedures and Line Item Transfers.

Legal Reference: Connecticut General Statutes

7-392 Making of audits and filing of statements
10-237 School activity funds

Regulation approved: April 30, 2024

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut