



Weston Public Schools
Food Service – Petty Cash

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:	Petty Cash Verification	Revised Date:	May, 2012
Policy: Superintendent or designee will ensure the security of physical assets including cash.			
The purpose of the Petty Cash re-count procedure is to provide instructions how to verify and replenish petty cash.			
Completed By:	Cafeteria Manager or Designee	Reviewed By:	Bookkeeper
Approved By:	Food Service Director Assistant Superintendent for Finance and Operations	Entered By:	N/A
Form Title:	Cash Drawer Verification	Estimated Time Frame:	Daily
Process for Completion:			
<p>The High School and Middle School each maintain a petty cash fund.</p> <ul style="list-style-type: none"> • High School balance is \$140.25 • Middle School balance is \$127.50 <p>The petty cash is managed by the Food Service Supervisor/Manager.</p> <ul style="list-style-type: none"> • Funds are kept in a secure (safe) location. • Petty Cash is used to make change for the registers and under no circumstances is to be used to cash checks for staff or make change for staff. • From time to time petty cash needs to be replenished. A Voucher Form is used to process this request for funds. • Surprise counts of the petty cash draw are performed by the Food Services Director. • At the end of each school year the petty cash funds are deposited into the bank until the school year begins again. 			
For additional information, please contact:			
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Weston School Committee Policy:	Depository of Funds, DG; Petty Cash Accounts, DJC		