



POMONAL

PRIMARY SCHOOL

PETTY CASH POLICY

PURPOSE

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

SCOPE

This policy applies to petty cash which will not be held or utilised by Pomonal Primary School staff for small purchases at the discretion of the principal or petty cash custodian.

POLICY

At the discretion of the principal we have determined there is no requirement for petty cash at Pomonal Primary School.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: [Payment of Accounts](#)
- [Financial Manual for Victorian Government Schools](#) Section 11 – Expenditure Management
- [Cash Handling resources](#)

REVIEW CYCLE

This policy was last reviewed and approved by school council in **March 2021** and is scheduled for evaluation and review in **November 2023**.