

PETTY CASH

While the Saco Board of Education requires stringent fiscal controls appropriate for their roles as guardians of public funds, it also recognizes the need for certain flexibility by system schools in obtaining ready access to needed materials. To that end the Saco Board of Education authorizes the Superintendent of Schools to provide districts schools and departments with a petty cash account as listed below.

1. Burns School	300.00
2. Fairfield School	200.00
3. Young School	200.00
4. Middle School	300.00
5. Special Services	300.00
6. Maintenance	300.00
7. Transportation	200.00
8. Central Office	100.00

Petty cash is the responsibility of the School Principal or Department Director. An internal audit of the petty cash accounts will be conducted at least annually by Central Office staff.

First Reading: 2/27/2001

Adoption: 3/13/2001

