

June – End of Year Close Out

To: Administration and Secretarial Staff

From: School Business Administrator

Good morning,

As we approach the end of the school year, the district is required to close out all petty cash accounts for the school year by June 30th. The Business Office is requesting that all petty cash accounts be reconciled and any remaining funds forwarded to the Business Office no later than June 25th.

Each department is required to supply an Excel Spreadsheet with the total of receipts and the account code to charge the expenditure against, cash must equal your petty cash amount in order for your account to be reconciled.

Example: Petty cash amount of \$150 issued – Total amount \$75 cash on hand + \$75 receipts = \$150

Petty Cash Custodian	Amount	Designated Person Responsible for Disposition of Fund	Maximum Single Expenditure
School Business Administrator	\$ 150.00	Secretary	\$ 50.00
Elementary School Principal	\$ 150.00	Secretary	\$ 50.00
Middle School Principal	\$ 150.00	Secretary	\$ 50.00
Director of Student Services/Curriculum	\$ 150.00	Secretary	\$ 50.00
Community-Based Instructional Coord.	\$ 400.00	Secretary	\$ 50.00

Please let our office know if you have any questions.