

WEST ELK USD#282

RESOLUTION TO ESTABLISH PETTY CASH FUND

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 282, Elk County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district purposes in emergencies.

WHEREAS, Kansas law authorizes the establishment of petty cash funds;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 282, Elk County, Kansas that a petty cash fund designated as the West Elk School Building Petty Cash Fund is created for the purpose of receiving and expending funds for needed district expenditures in an emergency. The fund shall be in the amount of \$200.00.

The fund shall be administered by the Building Secretary. The Secretary shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Business Manager a statement showing all receipts, expenditures and balances at the end of each month and at the end of the school year. An itemized receipt shall be maintained for each expenditure. Any person authorized to administer a petty cash fund shall be bonded by the school district. The petty cash fund shall be available for audit by the District's auditing firm.

Upon proper report to the board, the petty cash fund shall be replenished by payment from the appropriate fund of the school district.

The petty cash fund shall not be loaned or advanced against the salary of any employee.

Funds in the petty cash fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-1136 and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of Unified School District 282, Elk County, Kansas, the 9th day of July, 2018.

Board Chairperson

Date