



South Washington County Schools

Keith Jacobus, Ph.D., Superintendent

District Service Center

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ADMINISTRATIVE REPORT

TO: Members of the School Board
Keith Jacobus, Superintendent

FROM: Dan Pyan, Director of Finance/425-6260

DATE: August 19, 2016

TOPIC/PURPOSE OF REPORT: Obtain Authorization for Petty Cash Limit for 2016-2017

REFERENCE TO POLICY/STRATEGIC PLAN: Policy #717, Receipts and Disbursements

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: September 15, 2016

REPORT

Authorize the petty cash limit for 2016-2017 to be established at \$18,900 and further authorize Designated check signers as follows:

<u>Accounts</u>		<u>Authorized Signers</u>
Building Principals:		
Elementary (\$100 per building)	\$ 1,500	
Secondary (\$100 per building)	800	
Transportation	100	
Community Education	2,500	CE Director
Athletics	9,000	Activities Directors
Finance Office	<u>5,000</u>	Finance Director/Account Specialist
TOTAL	\$18,900	

Note: On January 7, 2016, the School Board authorized the Finance Director and Controller to sign petty cash checks for the Community Education and Athletics accounts in the absence of designated signers.