

Resolution No. 07-06-2021-07

*Resolution to Create a Petty Cash Fund
Administrative Service Center
for the Fiscal Year 2021/2022
Turner Unified School District No. 202
July 6, 2021*

WHEREAS, the Board of Education of Unified School District No. 202, Wyandotte 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; and

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. 202, Wyandotte County, Kansas, that a petty cash fund designed as the Administrative Service Center 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 \$1,500.00.

NOTE: Cannot exceed \$1,500.00

The fund shall be administered by the Treasurer. The Supervisor of Business Services shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the board, a statement showing all receipts, expenditures and balance at the end of each month and at the end of each 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.

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. 72-8202d, and the provisions of K.S.A. 12-105b shall not apply.

Adopted by the Board of Education of Unified School District No. 202, Wyandotte County, Kansas, on the sixth day of July, 2021.

Board President

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Board Member

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Board Member

Attest: _____

*Clerk of the Board of Education
Turner Unified School District 202*