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Chairperson: Mr. Stephen Spillane  
Principal: Mr. Eddie Pepper  
Roll No: 13648D  
Registered Charity No: 20111373



The Board of Management,  
St. Luke's National School,  
O'Mahony's Avenue,  
Montenotte, Cork  
T23DF30

## Petty Cash Policy

Approved by Board of Management: 20/05/25

Next policy review date: Annually in May

### 1. Introduction

The board of management approves the use of a petty cash system. This document will lay out the controls and limits around the use of petty cash.

### 2. Use of petty cash

Petty cash should be used for small payments of goods or services where the school has no formal account e.g. milk.

### 3. Payment limits

The board of management set a limit of €20 maximum for each transaction and a monthly maximum of €200. These limits will be reviewed annually.

### 4. Petty cash controls

- a) One person should be responsible for petty cash. The Principal will be responsible for St. Luke's NS.
- b) All petty cash payments must be made from money in the petty cash box and on no account should cash received from students or other cash receipts be used to make petty cash payments.
- c) A petty cash docket/voucher is recorded and signed for each petty cash transaction by the person responsible for maintaining petty cash and, where relevant, the person making the claim.
- d) All cash receipts should be lodged intact to the school's main bank account.
- e) All petty cash transactions must be recorded in a petty cash book which is balanced off at the end of each month and signed by the Treasurer.
- f) A separate, lockable box for petty cash should be kept safely.
- g) Petty cash should not be withdrawn using the school credit card.
- h) Access to the petty cash box should be restricted, with responsibility for the money being clearly assigned. This is to minimize the risk of errors or unauthorized expenditure occurring.

### 5. Inappropriate use of petty cash

Petty cash should not be used for the following:

- a) Borrowing cash from the petty cash.
- b) Paying wages out of petty cash.

Le Chéile, is Féidir Linn

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- c) Cash expenditure exceeding the limit set by the board. For any larger items of expenditure pay by cheque/electronic transfer. Keep these items separate from the petty cash system.

#### 6. Petty cash procedures

- a) The school should draw one petty cash cheque per month to replenish the petty cash funds and the petty cash book, along with the vouchers and receipts, should be presented to the Treasurer for signing off at this time.
- b) The cheque is then cashed at the bank and the money is put into the petty cash box.
- c) When a request for cash is made, a petty cash voucher is filled out for the exact amount of cash given out and the voucher should be signed by the person responsible for maintaining the petty cash and the person receiving the cash.
- d) When the item is purchased, the receipt and any change is handed into the office. The change is recorded on the petty cash voucher, the receipt is attached to the petty cash voucher and both are placed in the petty cash box.
- e) The petty cash vouchers are entered into the petty cash book in numeric sequence on a weekly basis.
- f) The cash is counted on a monthly basis and agreed to the balance in the petty cash book.

#### 7. Policy Review:

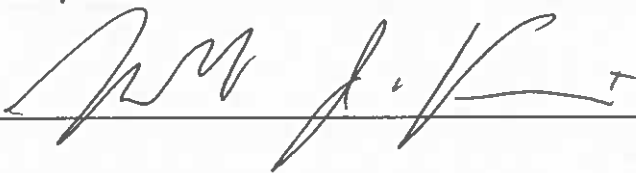
This policy will be reviewed annually and updated where necessary.

Adopted by board of management on 20/05/25

Signed by the Treasurer:

  
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Chairperson:

  
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Latest Review Date: 09/06/2026 .

Le Chéile, is Féidir Linn

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