



Book	BYLAWS AND POLICIES
Section	6000 FINANCES
Title	PETTY CASH AND CHANGE ACCOUNTS
Code	6620
Status	Active
Legal	I.C. 36-1-8; I.C. 21-2-5
Adopted	September 15, 2020

To facilitate an orderly, efficient and economic way to handle minor refunds, minor purchases and the need to have change on hand within Edison School of the Arts (“Edison”), the Executive Director is authorized to establish petty cash and change accounts as deemed necessary in accordance with State statute and the guidelines of the State Board of Accounts.

Each individual in charge of a petty cash or change account is strictly accountable to the Executive Director and the Board of Directors of Edison for the sums paid over for the establishment of these accounts. The external auditor is directed to audit these accounts annually at their discretion. The Executive Director is further authorized and directed to withhold sufficient funds from any check or checks of any such individual until a full and satisfactory accounting is made by said individual of their respective petty cash or change account.