

Northview Athletic Association

*Northview High School
10625 Parsons Rd
Johns Creek, GA 30097*

Policies and Procedures

PETTY CASH (“Cash on Hand”) AND CHANGE FUNDS

PETTY CASH POLICIES

1. Each booster organization may maintain a small petty cash account.
2. Strict controls must be maintained by keeping petty cash in a safe location known to the team Treasurer and Director.
3. Control of the petty cash account by a school employee is not allowed.
4. The petty cash funds should be used for emergency purchases only. All other purchases should be made with a booster club check.
5. Petty cash funds are NOT to be kept at the school campus.
6. Upon disbursement through the petty cash account, a receipt for the purchase should be retained.
7. At any given time, the amount of petty cash remaining and the aggregate total of receipts on hand should equal the amount of the established petty cash account.
8. Petty cash accounts must be returned at the end of the Requestors term of office to remove their name from the account, and the end of June, the end of the NAA fiscal year, in order to file accurate taxes.

PETTY CASH PROCEDURES

1. To obtain a petty cash account, complete the “Cash on Hand and Change Cash Request Form”, located at www.northviewtitans.org under the “Forms” tab.
2. Submit the form to your treasurer for approval.
3. Approved form will be delivered to the bookkeeper.
4. You may pick up your funds at NHS during bookkeeper hours, or you and the bookkeeper can work out a system to pick up the cash from the NHS bookkeeper.
5. A copy of the request form will be provided along with the funds.
6. A copy will be maintained with the Bookkeeper until funds are returned.
7. Petty Cash account reimbursements require receipts and the “Check Request Form”, with appropriate accounting codes indicated.

CHANGE ACCOUNTS POLICIES

1. Change accounts are made available for events involving cash purchases such as concessions and spirit wear sales.
2. Change accounts are not to act as Petty Cash and should not be utilized to pay vendors or purchase items. This causes and error in IRS reporting and will skew your budgeting numbers for future years.
3. A team may have up to two (2) change accounts at one time.
4. Inappropriate use of Change accounts may result in loss of privileges.

CHANGE ACCOUNTS PROCEDURES

1. To obtain a petty cash account, complete the “Cash on Hand and Change Cash Request Form”

2. Submit the form to naa.bookkeeper@gmail.com or deliver to the bookkeeper during bookkeeper hours.
3. If bookkeeper is not available, the NAA Treasurer and President will have funds available.
4. A copy of the request form will be provided along with the funds.
5. A copy will be maintained with the Bookkeeper until funds are returned.
6. Change accounts should be returned with \$60 cash.
7. All cash, above \$80, obtained during the event should be submitted to the bookkeeper for deposit on a "Funds Remittance Form"

All forms are located on www.northviewtitans.org under the "Forms" tab.