



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 9481 5577.

Purpose

To implement a petty cash process that complies with the Department's policy requirements.

Scope

This policy applies to petty cash held by Westgarth Primary School that may be utilised by school staff for small purchases at the discretion of the principal or petty cash custodian.

Policy

Westgarth Primary School does not hold petty cash for any purpose.

Communication

This policy will be communicated to our staff in the following ways:

- Included in staff handbook/manual
- Discussed at staff briefings/meetings (as required)

Further Information And Resources

- [Financial Manual for Victorian Government Schools](#) Section 11 – Expenditure Management
- [Cash Handling resources](#)

Policy Review And Approval

Policy last reviewed	September 2026
Approved by	School Council
September	September 2030

Approval date:	Approved by:	Next Review:	Page:
September 2026	School Council	September 2030	1