

WINDSOR PRIMARY SCHOOL

PETTY CASH POLICY

A diverse and inclusive community where everyone is respected and has the opportunity to thrive.

PURPOSE

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

SCOPE

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

POLICY

It is the policy of Windsor Primary School to not utilise petty cash.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: [Payment of Accounts](#)
- [Financial Manual for Victorian Government Schools](#) Section 11 – Expenditure Management
- [Cash Handling resources](#)

REVIEW CYCLE

This policy was last reviewed and approved by School Council in 2026 and part of our Finance policy suite reviewed annually.

Windsor
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