

PASADENA INDEPENDENT SCHOOL DISTRICT
FINANCIAL COMPLIANCE

Petty Cash Box Self Assessment

School/Department _____ Date _____

The purpose of this self-assessment is to provide you with a tool to evaluate your existing processes and controls and to identify any risk of loss through error, noncompliance or theft. Please use this tool to self-evaluate your campus/department for compliance with District policies and guidelines and to make improvements where necessary. If you need assistance, please contact Financial Compliance at 713-740-0025 or 713-740-0950.

Test Assessment		Yes or No	Self-Identified Recommendations for Improvement for assessment where "No" was answered
A	Does the petty cash box balance back to the general ledger?		
B	Are all expenditures for legitimate educational purposes and under the \$50 limit?		
C	Petty cash funds are not used to reimburse employees.		
D	Petty cash funds are not used as a source of personal loans.		
E	Are petty cash funds kept separate and not comingled with revenue from other sources?		
F	Is a register or running total of remaining funds maintained in the box?		
G	Does remaining cash agree with the balance on the register at all times?		
H	Are request forms being completed for startup monies?		
I	Are original receipts kept for petty cash purchases?		
J	Are funds in the petty cash box being reimbursed timely?		