



# PETTY CASH STATEMENT

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## Help for non-English speakers

If you need help to understand the information in this policy please contact Whittlesea Primary School on 97162140 or [whittlesea.ps@education.vic.gov.au](mailto:whittlesea.ps@education.vic.gov.au)

## STATEMENT

Whittlesea Primary School does not implement a Petty Cash Policy as no petty cash payments or transactions occur as part of the school's financial management.

## FURTHER INFORMATION AND RESOURCES

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

## POLICY REVIEW AND APPROVAL

Whittlesea Primary will continually review the need for Petty Cash at the school. In the situation where Petty Cash is deemed necessary, a Petty Cash Policy will be implemented.