

Instructional Scenario

Managing Petty Cash Records



Course/Duty Area: Office Specialist II; Keeping Financial Records

Scenario:

Marie Bannister is a bookkeeper for a local school. Teachers often fundraise for their school clubs and must account for all monies received. Teachers sometimes need money to make change for students paying with cash. Marie must keep track of the petty cash fund and petty cash vouchers given to teacher-sponsors of various clubs and student organizations. She must use a daily petty cash register and credit the appropriate accounts when the money is turned in at the end of the day.

Currently, the Acme School has \$150.00 in its Petty Cash Fund. On Monday, Marie disbursed the following money to specific teachers for their clubs and student organizations:

- FBLA \$30.00 to Ms. Virginia Smith
- FCCLA \$25.00 to Ms. Tricia Sole
- FFA \$25.00 to Mr. Sam Eyre
- Newspaper Club \$40.00 to Mr. Robert Byrd

Big Question:

How can Marie use a petty cash register to ensure that the appropriate amounts of money go into and out of the petty cash fund and that any shortages and overages are accounted for?

Focused Questions:

- What is *petty cash*?
- What is a *voucher*?
- Why are petty cash registers used?
- What are the components of a petty cash register? (e.g., date, amount disbursed, person receiving the money, reason for the disbursement, general ledger amount to be charged, initials of the person disbursing the money from the petty cash fund)
- How are petty cash registers set up?

Project-Based Assessment:

Create four petty cash vouchers (using the attached petty cash voucher) for the teachers receiving funds. Next, using a spreadsheet program, create a petty cash register for Marie Bannister.

Extension/Enrichment:

Use the link below to research the job of a bookkeeper or office clerk:

- What they do
- Work environment
- How to become one
- Pay
- Job outlook
- Similar occupations
- State and area data (Virginia)

Resources:

- Bookkeeping, Accounting, and Auditing Clerks, Occupational Outlook Handbook, U.S. Bureau of Labor Statistics (<https://www.bls.gov/ooh/office-and-administrative-support/bookkeeping-accounting-and-auditing-clerks.htm>)
- Petty Cash Voucher:

Petty Cash Voucher

NO. _____

DATE _____

AMOUNT

PAID TO _____

FOR _____ ACCOUNT _____

FOR _____ ACCOUNT _____

(attach documentation)

RECEIVED BY _____ PAID BY _____

Lorraine Hedgepeth, Instructor, Blacksburg Middle School, Montgomery County Public Schools