

SCHEDULE OF CASH LIMITS

Cashiers have authority to transfer money between Morrison Academy bank and postal accounts, within the following limits. Refer to Procedure 306 for more information about cash management.

| CAMPUS: | TAIPEI | TAICHUNG | KAOHSIUNG |
|--|-----------|-----------|-----------|
| NT \$ ACCOUNT BALANCES (combined) | | | |
| Maximum | 3,000,000 | N/A | 3,000,000 |
| Minimum | 200,000 | N/A | 200,000 |
| US \$ ACCOUNT BALANCES (combined) | | | |
| Maximum | 30,000 | N/A | 30,000 |
| Minimum | 5,000 | N/A | 5,000 |
| PETTY CASH REPLENISH (NT\$) (Procedure 300) | | | |
| Maximum cash balance | 300,000 | 300,000 | 300,000 |
| Maximum cash expenditure | 20,000 | 30,000 | 20,000 |
| <i>larger disbursements require non-cash payment and excluding salary payments in cash</i> | | | |
| CASH INSURANCE (excluding checks) | | | |
| Normally | 300,000 | 300,000 | 300,000 |
| Five days after the semester due date | 1,000,000 | 1,000,000 | 1,000,000 |

CASH ADVANCES: Only administrators may authorize cash advances for school expenses. Cash advances of less than NT\$10,000 AND less than two weeks do not need to be posted. Cash advances of greater than NT\$10,000 require a Payment Request charged to account #100-117102.

PERSONAL LOANS: Only the Director of Finance may authorize personal loans to Morrison employees in accordance with Procedure 725.

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