



Honoraria Payments

Payments of \$50.00 or less to students who provide a service, for example officiate games can be paid in cash through the school's petty cash fund. A spreadsheet can be used instead of completing an Honoraria Form for each person.

We would suggest using an Excel spreadsheet with the following information:

- Student Name
- SIN # (for those who have them)
- Dates worked
- Number of games officiated at the rate per game to give a total
- Signature Line for them to sign when you pay them the cash

Attach this spread sheet to a Petty Cash Reimbursement Form. Keep a copy at the school for the students to sign when you pay them. Once all the money has been disbursed, send in the signed copy to Administrative Services. This constitutes receipt of payment for audit purposes. Any money not signed for must be deposited. Please ensure a copy of the deposit sheet is attached as well.

For honorarium payments to students in excess of \$25, we will require that honorarium forms be completed. To reduce your administration time you might consider requesting that the students complete the forms themselves. As with any expenditure the budget manager must still provide evidence of their approval to make the payment by signing the form.

Handling student officials in this manner will save all those concerned time on paperwork plus the students are paid in a timely fashion.