Petty Cash

Hello again--I forgot to include in one of the emails all the great ideas and advice, so here you go.  
  
In years past, I've done a hands-on activity.  Brought shoe boxes, envelopes, anything to "hold" the petty cash.  Used play money and gave them all a set amount -- say $200.  Then gave them different "pay outs" from petty cash.  They have to put the receipt in their "box" and bring me the money.  Each student has 3-4 receipts to pay.  Then they have to reconcile petty cash.  Seems when they have to do the "hands-on" activity it jells a little better.  Hope that helps.  
I just went to the dollar store and bought a little toy cash drawer with play money in it.  It has been awesome.  I let them pay for several things (use post-its or use index cards for receipts because I am too cheap to buy a receipt book) and then when they are running out of cash, they need to make a journal entry so they can replenish the drawer.  I write them a “check” (I use the ones from my Personal Finance class that I changed up a little) and then they “cash” the check and replenish their drawer.  It helps soooooo much.  Also, I just keep reminding them that they only use the “Petty Cash” account one time, and that is when they are creating a petty cash system.  (Unless of course they need to make the amount bigger at some point.)  That is the hardest thing for my kids…credit “cash” and not “petty cash.”  We really enjoy this lesson and all I have to do later is remind them when we did the petty cash activity.   
I have my students do a role play activity where I have a petty cash box with play money in it to make it seem more real.  I attached the files.  The students seem to enjoy doing the activity, and It seems to help with their understanding of petty cash.  
  
  
I create fake petty cash boxes ($100 of Monopoloy money in envelopes with Petty Cash Slips) and have them pretend to take money out and use the petty cash.  One student is in charge of about 6 others and "sign off" on them taking the money out.   Hopefully this helps!  
I'm sorry that I don't have any extra assignments.  However, I have found that acting out petty cash is a good live illustration.  You can ask a student to come to the front of the room.  Tell them that you are going to take $100 from your bank account (display an index card or play money with $100 visible--take this from an envelope) and give to the student for incidental expenditures.  Then, tell them that they are to complete a petty cash slip with an explanation of every time they spend money.  At the end of a week, you will replace (they tend to understand replace more so than replenish) the cash with what they have spent.  You will just need to journalize how they spent their money so you can replace it from cash.  T charts are good to use at this point so the students see that the petty cash account (his/her wallet) doesn't change.  Hope this helps.  
I make up petty cash memos and give to them.  They then come to the petty cash custodian (me) to get money to go purchase the items.  I have play money, both coins and currency, that we use.  It seems to help them understand a little better  
Maybe try using monopoly money and actually putting the cash in a box, and then replace it with petty cash slips when you use the cash for something.  Then put more cash back in when it needs replenished.   
  
I did this with payroll last year...they were just not getting it!  I actually "paid" the class, and we journalized as I paid them and they took out taxes.  
  
Our school secretary has a petty cash envelope that she uses for the office and I grabbed one of those to show my class. I'm not 100% sure that it helps, but they seemed to do okay with it when we were on that chapter. :)  Good luck!!!  
I gave them all a paper sack with petty cash slips, checks, petty cash reconciliation slips and a general journal and instructions.  I've attached the forms I used.  Email me if you want more detailed instructions.