

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	500 – BUSINESS PROCEDURES	CODE:	AP 512
PROCEDURE:	CASH HANDLING IN SCHOOL BUILDINGS & DIVISION RELATED OPERATIONS		

BACKGROUND

Principals are charged with the responsibility of ensuring that all school funds are handled with appropriate business procedures. All money collected shall be receipted, recorded, accounted for and directed as soon as possible to the proper location of deposit. The following procedures are established for the safekeeping of money on school property and for Division related operations including the timely deposit of such funds.

PROCEDURES

1. The Principal or designate shall provide for making bank deposits as frequently as possible in order to avoid leaving sums in excess of \$250 in the school or other Division facilities overnight.
2. During school and Division office hours:
 - 2.1 Cash shall be kept in a cash register, lockable drawer or lockable cashbox and access must be restricted to individuals designated by the Principal.
 - 2.2 Cashboxes shall be kept out of sight in a secure place when not in visual custody of the person responsible for the money.
3. After normal school and Division office hours:
 - 3.1 Cash remaining in the school or Division office shall be locked in the vault or in as secure a location as possible within the school or Division office.
 - 3.2 Cash shall not be taken home by staff members nor carried on staff members' persons for safekeeping.
4. All money collected for school purposes shall be counted and verified by a minimum of 2 people, recorded and turned over to the school office or proper arrangements for the safekeeping of the funds be made until the deposit can be completed. All schools and Division related activities shall record the name of individuals who have paid by cheque on the Division Cash & Cheque form or provide copies of the cheques issued to the Division Office to allow for ease of tracking in the event Non-Sufficient Funds (NSF) cheques are received. In this way, any differences between the teachers' and/or volunteers and office's totals can be resolved immediately.
5. All money collected by schools or School Community Councils, while in the school or in transit to the bank for deposit, is insured against theft subject to a deductible. This means the school would absorb the deductible of any loss of cash. Losses due to theft beyond the deductible shall be reimbursed upon application to the Division and proper documentation of the circumstances of the theft. This normally requires a police report.
6. All employees will keep personal money, purses and other property in a safe place during working hours.

7. Under no circumstances will money be left in an employee's desk.
8. No refunds will be made for losses as a result of failing to adhere to this procedure.

Reference: Sections 85, 87, 108, 109, 110 Education Act
Public Accounts Regulations

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