

CASH IN SCHOOL BUILDINGS

Background

Principals will ensure that all school funds are handled with good and prudent business procedures. All money collected will 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 the deposit of such funds.

Procedures

1. It is recommended that all fees are paid by electronic means such as e-transfer or other online payment methods.
2. The principal will provide for making bank deposits as frequently as possible, in order to avoid leaving money in school overnight.
3. During School Hours
 - 3.1 Cash will be kept in a cash register, lockable drawer, or lockable cash box, and access must be restricted to individuals designated by the principal.
 - 3.2 Cash boxes will be kept locked and out of sight in a secure place when not in visual custody of the person responsible for the money.
4. After Normal School Hours
 - 4.1 Cash remaining in the school will be locked in the vault/safe.
 - 4.2 Cash will not be taken home by staff members, nor carried on staff members' persons for safekeeping.
5. All money collected for school purposes will be counted, recorded, and turned over daily to the principal so that a formal record of all funds received can be prepared. In this way, any differences between the staff and office totals can be resolved immediately.
6. All employees are to keep personal money, purses, and other property in a safe place during working hours.
7. Under no circumstances is money to be left in an employee's personal possession, desk, and classroom or office area.
8. No reimbursements will be made for losses as a result of failing to adhere to this Administrative Procedure.

Reference: Section 33,52,53,68,196,197,204,222,225 Education Act

Approved: March 21, 2018

Amended: July 1, 2018; May 5, 2020