

## **AP 337 – Cash Handling Procedures for School-generated Funds**

### **Purpose**

The purpose of this administrative procedure is to reinforce the importance of the control of cash generated by school activities.

### **Procedure**

Cash and cheques (hereinafter referred to as cash) represent one of the greatest risks of asset loss in the “School-generated Funds” environment. It is extremely important to establish and maintain strong internal controls and procedures for the handling of cash to guard against loss and misuse.

- Cash collected by teachers and other employees must NOT be kept overnight in a desk drawer, filing cabinet and/or other similar storage facility. Cash must NOT be taken home. All cash, regardless of amount collected, must be turned into the office on a daily basis to be receipted and deposited to the district’s bank account. Once a school has received an amount of cash totalling \$2,000.00, these funds must be deposited to the district’s bank account. In all circumstances, cash must not remain on the school premises over a weekend and thus must be deposited each Friday.
- In an extremely rare situation, where cash cannot be taken to the office by the teacher at the end of a school day, the teacher must keep the funds safeguarded in a locked cabinet overnight, after having been counted in the presence of another individual. The case must be taken to the office for receipting the next day. This situation must only occur in an extreme circumstance.
- If a school event is held outside the regular school days/hours, planning ahead on how/where to safeguard the cash collected for the overnight/weekend should be done in consultation with the principal. This plan must include accounting for the cash received by two individuals at the end of the activity.
- Petty cash reimbursement cheques may be cashed from cash received provided that all documentation is intact. Under no circumstances are any other cheques and/or reimbursements to be made from cash collected.

Adopted: April 1, 2010

Reference: Internal and External Audit Requirements