

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 543 – Cash In School Buildings</b>	
Related LCSDF AP's	AP 520 – Financial Accountability For School Generated Funds	
Form(s)		
References:	<i>The Education Act, 1995</i> sections 85, 87, 175	
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### **Background**

Over the course of the school year, there will be occasions where Division staff collects money from students or parents for the purchase of various materials, items or services. The potential to have substantial amounts of cash in the schools does exist and increases the potential for break-ins, theft and vandalism.

### **Procedures**

1. Principals are responsible for implementing a cash management system that meets the approval of the Chief Financial Officer, and shall ensure that appropriate records of funds collected are retained.
2. Staff members who collect money in the course of their duties shall deposit the money with the Principal or designate for safekeeping daily. All cash collected is to be stored in a safe.
3. Cash is not to be left in unlocked desks or unsecured areas of the school during school hours.
4. The Principal is responsible for ensuring that cash is collected, reconciled to receipts and deposited to the financial institution weekly. Deposits should be made more frequently if there are large amounts of cash on hand.
5. Cash that is collected must be deposited and shall not be used to cover any expenses.