

Policy Statement	
	Commission scolaire Western Québec Western Québec School Board
Policy No. D-6	
SUBJECT:	School Funds Policy
Approval Date: February 25, 1984	Resolution No: C.C. 83/84-69
Revision Date: May 28, 2003	Resolution No: C-02/03-259
Origin: Council of Commissioners	

1. OBJECTIVE

To ensure the control and the security of school funds.

2. DEFINITIONS

School Funds

All monies derived from fees (e.g. user fees, daycare fees, extra-curricular fees, bursary funds, etc.) and/or derived from the school board in the form of petty cash or other advances.

School

Includes all elementary and secondary schools as well as adult education centres.

3. PROCEDURES

- No money shall be kept in the classroom/daycare room overnight.
- All monies must be locked in a secure location (safe, or filing cabinet). Whenever possible monies should be transferred to a central and secure location.
- A maximum of \$750 in cash, money orders, and certified cheques, excluding petty cash, is permitted on school premises at any time.
- All monies collected in excess of \$750, excluding petty cash, must be deposited into a bank account by close of the next banking day.
- A principal/centre administrator and the secretary are to be joint signing officers on bank accounts.
- The school administration is responsible for recording all financial transactions.
- All requests for financial transactions must be signed by the principal before sending to the board for central processing.