

ADMINISTRATIVE PROCEDURE 512	
SECTION: BUSINESS ADMINISTRATION	
Adopted/Original Date of Issue	2004
<input checked="" type="checkbox"/> Last Reviewed <input checked="" type="checkbox"/> Revised	2024
Next Review Date	2029
Contact	Corporate Services

## CASH IN BUILDINGS

### BACKGROUND

Provision shall be made by the Principal to deposit all monies collected by school staff, school councils and student treasurers on a timely basis. The Principal is responsible for the safekeeping of funds entrusted to the school until such time as they are deposited.

### PROCEDURE

Money is not to be left in the school unless there is a vault or safe and the principal authorizes it to be kept there. In all other circumstances, bank night depositories must be used. Every effort should be made to minimize the cash held at the school by collecting online and making regular deposits. Expenses are not to be paid from cash collected.

### LEGAL REFERENCES

*Education Act, s. 265*

### RCDSB REFERENCES

#### Procedure History

Approved:	2004; June 2014; June 2017
Reviewed:	June 2014; June 2017; February 2024
Revised:	June 2014; June 2017; February 2024