

| ADMINISTRATIVE PROCEDURE 512<br>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**

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