


<b>Policy Statement</b>	
	<b>Commission scolaire Western Québec</b> <b>Western Québec School Board</b>
<b>Policy No. D-6</b>	
<b>SUBJECT:</b>	<b>School Funds Policy</b>
<b>Approval Date:</b> February 25, 1984	<b>Resolution No:</b> C.C. 83/84-69
<b>Revision Date:</b> May 28, 2003	<b>Resolution No:</b> C-02/03-259
<b>Origin:</b> 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.
- The principal must sign all financial transactions to board prior to central processing.
- All requests for financial transactions must be signed by the principal before sending to the board for central processing.