

Schools and other Divisional facilities must contain significant amounts of cash in order to deter break-ins, theft and vandalism.

Procedures

1. The Principal shall establish and implement a cash management procedure for the school.
2. The Principal shall ensure that appropriate records are kept for all funds collected and disbursed.
3. The Principal shall ensure that the required bank accounts are established and that cash collected at the school is deposited daily.
4. Cash is not to be left in unlocked desks or unsecured areas of the school either during the school day or after hours.

Reviewed/Revised: March 2014