



SCHOOL FUNDS PROCEDURES

Background

As part of the regular audit of school division operations, the auditor must express an opinion on the internal controls that are in use at the school level. To support this opinion, the Secretary-Treasurer must review the funds and express his/her opinion on controls at the School.

Recommendations based on the Secretary-Treasurer's review will be provided to individual schools subsequent to the review.

The following controls must be maintained at all schools unless a variance has been pre-approved by the Secretary-Treasurer. It is the responsibility of the school principal to ensure internal controls are in use at the school level.

Cash/Cheque Handling

1. Bank deposits should be made on a daily basis.
2. If cash is kept at the school it must be stored in a secure/locked location.
3. A segregation of duties should occur between the person recording receipts/counting cash and the person depositing funds into the bank.
4. Any cash kept at the school should be counted daily. Two people should be present when counting cash.
5. Unless a cash register is used, pre-numbered receipts should be used for incoming cash/cheques.
6. Cheques should be run on a regular day each week.
7. Supporting documents should be given to individual signing cheques for a quick review before signing.
8. All cheques must be signed by two authorized individuals.
9. Bank statements should be reconciled monthly.
10. Cash balances in excess of \$10,000 should be in savings accounts/term deposits.
11. The applicable receipt number sequence should be recorded on bank deposits.
12. A regular process should be established involving the Principal and Secretary-Treasurer to research any cash over/short situations.
13. Any theft or loss of funds must be immediately reported to the Police and the Secretary-Treasurer.

Statements:

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1. Regular School Funds statements should be generated for review by the Principal.
2. School Funds financial statements should be provided to the Secretary-Treasurer on the following basis, or as requested:

PSAB – May 15th
Annual – July 31

Expense Reimbursement

1. Employees or other individuals requesting reimbursement must submit an expense form that has been approved by the Principal or designate.
2. All expenses must have supporting documentation. No expenses should be reimbursed without a supporting document and appropriate approval. (i.e. receipt or invoice)

Security Procedures

1. The safe should be locked unless it is being accessed by an authorized staff member.
2. Only the staff designated by the Secretary-Treasurer should have access to the school safe combination.
3. The safe should not be accessible by any staff that has not been given authorization for the combination.
4. Envelopes/storage compartments within the safe should be pre-labeled.
5. Appropriate filing systems should be maintained and records should be retained as per record retention guidelines.
6. When Administrative or Secretarial staff leave the organization, all main keys and lock combinations must be changed.

School Fees

1. No cash should be stored in individual classrooms.

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