

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	SCHOOLS AND STUDENTS	
<i>Management Guideline</i>	FUND RAISING	
<i>Applicable Policy</i>	FUND RAISING	509

Board Approved: November 18, 2002

The Superior-Greenstone District School Board recognizes that from time to time the handling of cash will be necessary within individual schools and that efforts should be taken to guard against loss or theft of such funds.

PROCEDURES

1.0 Cash Handling Procedures

Procedures re Student Holding Accounts, petty cash and other related funds will be as outlined and required by the Superintendent of Business in consultation with the school Principal.

2.0 Short-Term Safe-Keeping

Each school should be equipped with some method for the safe-keeping of funds on a short-term basis (i.e. overnight).

3.0 Accounting

Accounting of funds shall be as specified by the Superintendent of Business.

4.0 Student Councils

The Student Council (or its equivalent) in each school shall exercise responsibility and control of student funds under the supervision of a Staff Advisor.

5.0 Student Bank Accounts

Student bank accounts are encouraged in accordance with procedures laid out by the Principal.

6.0 Year-End Accounting

At the end of each school year, student organizations handling funds should provide a financial statement with copies to the Principal and the Student Council, or its equivalent.

7.0 Board Responsibility

The Board accepts no responsibility for student funds raised and help on school premises.

8.0 Night Deposits

When possible, a secondary school should have access to a night depository service at a local bank.

9.0 Accumulation of Funds

Sums of money should not be allowed to accumulate in any school.

10.0 Information to Staff

Each school Principal will clearly outline to his/her staff the cash handling procedures to be followed in the school.

11.0 Information to Staff Advisers

Each school principal will ensure that staff involved with student groups handling funds are fully aware of requirements and procedures re same.