

SAFEGUARDING MONEY AND VALUABLES

Background

Staff and administrators may have custody of monies and valuables in the course of their duties. It is required that at all times the maximum degree of security possible will be adhered to.

Procedures

1. Cash in excess of one hundred dollars (\$250.00) is not to be left in schools overnight.
 - 1.1 Where it is not possible to follow this rule, staff are required to ensure that the maximum degree of security for such monies has been put in place.
 - 1.2 The school safe or a locked container in a locked file cabinet in a locked secure room, are acceptable alternatives.
2. Staff are required to hand all monies collected by them to the office manager and obtain a receipt.
 - 2.1 Staff are individually responsible for the safe keeping of such monies up to the point of obtaining such receipts.
3. Staff are required to ensure that at all times valuables are not left in an unsecure location, but are either under the direct care and custody of another staff member, or in a secure environment such as a locked file cabinet in a locked secure room.
4. Where it can be clearly shown that staff have followed these procedures, the Division shall accept liability for losses incurred.
 - 4.1 Where this is not the case, the responsibility rests with the staff member or administrator as appropriate.
5. Should a theft of monies or valuables occur, the Secretary-Treasurer should be advised and will determine whether an RCMP investigation needs to be instigated.
6. Where facilities and time are available, daily bank deposits shall be made.
7. Where regular postal facilities exist, money may be sent by registered mail to a bank or to the Division Office. Where the amount of money involved exceeds the coverage afforded by registered mail, money orders must be purchased.
8. When monies must be held overnight, deposits made by all staff are to be counted and a receipt for all such monies issued by the office manager, retained by the staff member.

- 8.1 Where it is not possible to issue an accurate receipt, such as when a large sum in coins is involved, the monies shall be sealed in such a manner that no access is possible until such accounting is to take place.
9. If at any time staff are unable to follow this Administrative Procedure as written, they are required to share their concerns with the administrator, who is then responsible for making the best decision which follows the spirit of this Administrative Procedure.

Adopted/Revised: JUN 2016, FEB 2017/NOV 2019

Reference: Section 33, 52, 53, 68, 204, 196, 197, 222, 225 Education Act