

DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

Minimum Internal Control Procedures – School-raised funds

These tasks are to be considered as the minimum amount of control to be placed on school-raised funds. More stringent procedures may be developed.

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| Segregation of tasks | To the extent possible, the tasks of cash handling, recording transactions and reporting must be segregated (i.e., assigned to different individuals). |
| Collections | Pre-numbered receipts, tickets, sales slips, class collection sheets, or other verifiable records must substantiate all money collected from any source, and should be used to the extent possible. Cancelled or voided receipt forms must be retained. |
| Deposits | All monies collected must be deposited intact (i.e., gross amounts) to the bank at least once a week, or more often if large sums are involved. |
| Payments | All expenses, except those paid out of petty cash, are to be paid with a pre-numbered cheque or a bank transaction record. Only in extraordinary circumstances, where no alternative exists, may a disbursement be made from cash. Disbursements by cheque or cash must be substantiated with a vendor invoice, sales slip or with a receipt signed by the person receiving payment. Void cheques must be retained. |
| Signatures | Two authorized signatures are required for bank account transfers or cheques. Proper bank authorizations and/or security must be in place if using on-line or telephone banking services. |
| Blank cheques | Blank cheques must not be signed. A third person should be authorized to sign cheques in the event that one signatory is not available when required. |
| Bank reconciliation | Each bank account must be reconciled monthly. |
| Records backup | An electronic backup of all records in a computerized accounting system must be made regularly to ensure the availability of information. At least one copy of a recent backup must be kept off-site in a secure location. |
| School Performance Report | School principals will provide, to the Parent School Support Committee as part of the school performance report, a financial report respecting the monetary contributions received from parents and money raised through fundraising activities organized by the school, and respecting how this money is spent. (As per Section 6.4.2 of Policy 132) |