

School District No. 22 (Vernon)

PROCEDURE

Please file in By-Laws, Policy & Procedure Manual

No. PR 2.4.0

Adopted: 13 Apr. 1976
Amended: 13 Nov. 1990

SCHOOL FUNDS

1. All funds in any particular school to be under the overall supervision of the Principal in that school.
2. Each fund to be operated on trust fund basis with its own Cash Receipts and Cash Disbursement Register.
3. Prenumbered receipts to be issued for all cash received.
4. All cash received to be deposited in the bank.
5. Prenumbered cheques to be issued for all expenditures other than petty cash expense. All cheques to require two signatures.
6. An imprest petty cash fund may be maintained if this is felt to be necessary.
7. Vouchers and receipts to be retained in support of every expenditure.
8. Bank reconciliations to be prepared each month.
9. A monthly report on the status of each to be forwarded to the Secretary-Treasurer or his designate.
10. Annual Statements of Receipts and Disbursements for all funds to be prepared by each school and forwarded to the Secretary-Treasurer or his designate.