



SECTION:	Fiscal Management	APPROVAL DATE:
SUBSECTION:	Payroll Procedures	February 3, 1975
POLICY NAME:	Money in Schools	LAST REVISED:
POLICY NUMBER:	P.FM.L.1	May 10, 1999

The Wellington Catholic District School Board directs as follows:

1. Subject to Section 3 below, money shall not be kept in any school overnight.
2. Where money is collected in a school and is directly or indirectly under the control of the principal, the principal shall make arrangements with an appropriate bank, company or individual, as the case may be, to ensure that the money is deposited or transferred on the day the money is collected.
3. In an emergency a principal may keep money in a school overnight when, in his/her opinion, the safety of an individual could be endangered in attempting to remove the money from the school. Where such an event occurs the principal shall, on the following school day, notify the Director and propose a procedure, satisfactory to the Director, to avoid similar situations in the future.
4. Each principal shall ensure that teachers and students are aware that money is not kept in the school.