

## **Administrative Procedure 512**

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### **Cash in Buildings**

#### **Background**

Provision shall be made by the principal to deposit all monies collected by school staff and by student treasurers on a regular basis. The principal is responsible for the safe keeping of funds entrusted to the school until such time as they are deposited.

#### **Procedure**

Money is not to be left in the school unless there is a vault or safe and the principal authorizes it to be kept there. In all other circumstances, bank night depositories must be used.

#### Legal Reference

*Education Act S. 265*