



**NANAIMO LADYSMITH PUBLIC SCHOOLS  
BUSINESS COMMITTEE MEETING  
INFORMATION SHEET**

DATE: December 13, 2023  
TO: Business Committee  
FROM: Mark Walsh, Secretary-Treasurer  
SUBJECT: AP337 Cash Handling Procedures for School Generated Funds

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### Background

As part of the District's ongoing review and updating of the District's administrative procedures, staff have reviewed Administrative Procedure (AP) 337 Cash Handling Procedures for School Generated Funds. This Information Sheet outlines the changes made to the AP.

### Discussion

With the formalization of an internal audit function which involves individual school visits to ensure schools are compliant with district processes, it became apparent that this AP was outdated and required updating to align with current best practices.

In order to provide additional details and relevance to the AP, a background section has been added.

The first change from the previous AP includes a reference to the schools collecting funds by way of the approved online payment system (School Cash Online). The expectation is that schools will use this payment method as much as possible in order to minimize the amount of cash being collected at the school level.

The second change includes a new section to provide an additional safeguard requiring all funds collected for school-based purposes to be receipted into the districts bank account. This ensures funds are not collected and held by an individual/entity on behalf of the District.

The third change is around the frequency of deposits being made to the bank. Due to the implementation of School Cash Online, schools are now collecting significantly less cash than they were previously. As a result, often times a school may have an insignificant amount of cash on hand at the end of the week. The previous AP required schools to prepare a deposit on a weekly basis, regardless of the amount of cash on hand, so that no cash remained on site over the weekend. Not only is the deposit process time consuming, but it is also costly as we use a courier service to pick up these deposits. The revised AP allows schools to hold up to \$200 over a weekend, as long as it is securely stored in a locked safe.

Lastly, the previous AP included guidance in the rare event cash cannot be taken to the office by the teacher at the end of the school day. This paragraph has been removed as it was felt that the only time cash might not be able to brought to the office is if it is collected outside of school days/hours. This is addressed already separately in the AP.

**Appendix A:** Updated Administrative Procedure 337 – Cash Handling Procedures for School Generated Funds