

**AVON MAITLAND DISTRICT SCHOOL BOARD
ADMINISTRATIVE PROCEDURE
NO. 514**

SUBJECT: MONEY LEFT IN SCHOOLS

Legal References: *Education Act Section 265 Duties of Principal: Care of Pupils and Property;
Section 286 Duties of Supervisory Officers: Supervise Business*

Related References: *Administrative Procedure 113 School Councils; AP 266 Field Trips and
Excursions; AP 321 Fund-raising (Students); AP 509 Petty Cash; AP 513
Accounts: School Generated Funds; AP 573 Vandalism and Property Damage*

1. Ensuring That Money is Not Left in Schools

1.1 This administrative procedure is intended to reduce the potential for theft and vandalism and to minimize losses incurred during any school break-in.

2. Administrative Procedures

2.1 With high insurance deductible amounts, break-ins and the resulting vandalism can result in substantial costs to the board. Alarm systems act as a deterrent to potential perpetrators. In addition, the common knowledge that cash and valuables are not kept in the school is an effective strategy to discourage potential thieves.

2.2 Since cash is a popular target for thieves, extreme care and control must be exercised over all funds within the school. Complying with the following procedures should achieve this objective:

2.2.1 It is expected that money collected will be deposited on a regular basis, and all money collected must be kept in the school safe until deposited.

2.2.2 It is important to process as many transactions as possible by cheque. All schools have their own bank account. All payments of funds (with the exception of petty cash) must be by electronic cheque. Money collected from students is also encouraged to be in the form of a cheque.

2.2.3 Much of the knowledge gained by those responsible for break-ins is learned through observation of the habits of staff members. Staff members must ensure that security is maintained and that students or others do not inadvertently learn of the presence of funds in the building.

2.2.4 Whenever possible, it may be beneficial to have equipment put away in a locked location. This may not prevent damage, but it may deter or slow down any potential thief.

2.2.5 Cash, which is stolen or lost, will not be replaced with board funds. Each school will be required to make up the deficiency and report the loss to accounting.

- 2.2.6 For any individuals who are apprehended, it is the intention of the board to pursue the individuals for restitution of all losses and damages incurred by the board.