

Chaffey-Burke Elementary School

Parent Advisory Council: Process for Handling Cash

At Chaffey-Burke Elementary School, all parents and guardians of students attending our school are automatically members of the Parent Advisory Council. Each year, parent volunteers from among the PAC members provide additional help and support to our school by organizing various events and fundraisings to assist funding the activities for our children benefits.

Most of the school activities and PAC run events require working with money. The money is being handled is in trust on behalf of the entire PAC and Chaffey-Burke Elementary community.

In order to ensure all funds are always accounted for, errors and inaccuracies are avoided, risk of theft, loss or unauthorized transactions is eliminated, and to protect those individuals handling money, the procedures for handling cash collection must be followed as an obligation on the part of each PAC member, teacher, staff, students and community members.

Please ensure the following procedures are followed and adhered to completely.

GENERAL POLICY:

1. All PAC run events must have been approved by the school and the PAC executives in advance as discussed in the regular PAC meeting.
2. All cash, cheques, and other payments collected CANNOT be taken off-premises. It must be counted at the school premises and submitted to the office secretary or to the school administrators (principal or vice-principal).
3. For any evening event whereby the school administrators are not in attendance, the PAC executives should be notified to arrange the storage of cash collections at the end of the event.
4. Any documentation related to the collection of monies, including ticket stubs, copies of receipts issued, etc. must be also be collected and included.
5. Any cash or other monies collected cannot be used to pay for any expenses. The expenses will be reimbursed separately for accounting purposes.

CASH COLLECTIONS:

1. All money (cash, cheques, and other payments) collected must be counted by a minimum of two individuals.
2. Use the **Deposit – Cash Tally** form to record the sum of money collected. The form is available at the school's office.
3. Write down the date, names and contact information (phone # or email address) of individuals who count the money.
4. Make a copy of the Cash Tally Form and forward the information by email to treasurer@chaffeyburke.com.
5. Submit the cash collections and the Cash Tally Form to the office secretary or school administrators (principal or vice-principal).

EXPENSES REIMBURSEMENT:

1. All receipts have to be submitted to Treasurer for reimbursement within a month after the event's date.
2. Please write down the event name and date on the receipts. This will be helpful if you are claiming receipts for multiple events.
3. Put your receipts in an envelope, addressed to PAC Treasurer, and drop it in the PAC mailbox at the school office. You may notify the Treasurer by email at treasurer@chaffeyburke.com.

Claudio Bortolussi
Chaffey-Burke
Principal

Grace Catao
Chaffey-Burke PAC
Executive Chair

I have read, understand, and agree to abide by this process for handling money.

Name: _____ Date: _____

Signature: _____