Responsibility: Superintendent, Business Services & Treasurer of the Board

Legal References: Nil

Related References: Administrative Procedure 4430 - Deposit and Money Transfer Process

Revisions: Reviewed: March 2016

1. Preamble

The following procedure describes the expectation of school staff responsible for school operating funds and the services provided by the staff responsible for accounts receivable within Accounting Services.

2. Procedures

2.1 Within the school, the staff responsible for school operating funds must:
2.1.1 Receive and verify school operating funds;
2.1.2 Enter amounts received into the BAS – WRDSB deposit module or complete a Money Transmittal Form;
2.1.3 Send funds for deposit to Accounting Services with the Board Courier service.

2.2 Within Accounting Services, the staff responsible for the accounts receivable function must:
2.2.1 Receive funds for deposit;
2.2.2 Enter into BAS, the funds received that have not been entered into the Deposit module;
2.2.3 Process invoices for items such as recoverable salaries, tuition fees, rental of Waterloo Region District School Board (Board) facilities, benefits for employees on leave, etc.;
2.2.4 Send funds to CIBC for deposit.

2.3 School Operating Funds
2.3.1 All funds received at the school for deposit to a school operating account should be sent to Accounting Services promptly.
2.3.2 Do not keep large amounts of cash on school premises.

2.4 Tuition Fees
2.4.1 Tuition fees are billed directly by Accounting Services.
2.4.2 Any payments received at the school should be sent to Accounting Services per Administrative Procedure 4430 Deposit and Money Transfer Process.

2.5 Rentals
2.5.1 Fees for use of Board facilities are billed directly to the user by Accounting Services staff.
2.5.2 Any payments received at the school should be sent to Accounting Services per Administrative Procedure 4430 Deposit and Money Transfer Process.

2.6 When sending funds for deposit, please ensure that the process described in Administrative Procedure 4430 Deposit and Money Transfer Process is followed.