

Cash Management Policies

Preventative controls are needed to reduce the risk of fraud and error and detective controls are needed to determine if there has been any fraud or error.

Control	Position(s) Responsible
Prepare and approve (at a regular or special meeting in accordance with bylaws) an annual operating budget (by month) detailing projected cash receipts and cash expenditures	Executive; key leaders are Chair and Treasurer
Monthly review of actual results vs. budget; explanation of variances	Executive and committees
The only approved method of payment is by cheque (no cash payments)	Treasurer
Two signatures required on all cheques; with three officers having signing authority in case of absence	Vice Chair, Treasurer, and one other executive (the same two people cannot have signing authority for more than two years)
Cheques are not pre-signed and are only signed when supporting documentation is attached and reviewed by signing authorities	Signing authorities
Reimbursement to members is only made if original receipts are presented; personal purchases cannot be included on the receipt; a signing authority cannot sign their own cheque	Signing authorities
Any donation or expenditure not in approved budget must be voted on and approved at a regular or special meeting	Executive
All cash is to be collected at the school and secured until deposit; counted by two members of the fundraising committee in the school; tally sheet completed and filed at school for Treasurer	Members of applicable fundraising committee (i.e. hot lunch, cookbooks, ticket sales, etc.)
Personal cheques received for purchase of items greater than \$100 to be cashed before goods are released	Treasurer and committees
Daily deposits made during fundraising campaign	Treasurer or member of fundraising committee
Receipts issued for all donations	Treasurer
A standard letter with remittance form sent for all non-cashable cheques under \$100 with copy of non-cashable cheque attached	Treasurer
Deposit book and cheque book to remain secured at school	Treasurer
Monthly accounting with the following records kept for a minimum of 6 years: bank statements, cancelled cheques, invoices, receipts, tally sheets, other supporting documentation	Treasurer
Monthly bank reconciliation completed by Treasurer and approved by an officer who does not have signing authority	Treasurer and Director without signing authority