

Ecole Hammond Bay
Parent Advisory Council

RE: PAC Procedures: Cash Handling Procedures for School Generated Funds

Monday June 27, 2011

In attendance: Tiffany Clegg, Anna Bosa, Allison Haapala, Sonia Batten, Jennifer Therriault & Iva Bland.

Meeting called to order at 7:27pm

Motion to go in camera: 1st Jennifer 2nd Allison

Come out of camera at 7:50pm.

Guidelines for Cash Handling Procedures for PAC Generated Funds

- Request a float from Treasurer appropriate for the event.
- Identify second person to double count at the end of event. Signature required and amount prior to depositing.
- Take the count sheets.
- If event is late or off site take the deposit envelope/bag and sign out night deposit key prior to the end of school day.
- If you do not have a second person to double count do not deposit until you have a second person double count and signature.
- Money is to be handled by PAC only, not school staff.
- No putting money in school safe.

Discussion ensued for notice of motion on September agenda.

Meeting adjourned at 8:29pm

Tiffany Clegg

Secretary