



**FINANCIAL TRANSACTIONS BETWEEN SCHOOLS  
AND THE DIVISION OFFICE**  
Policy D.1.F

Financial transactions between schools and the Division office shall be managed effectively and shall ensure accountability for the use of public funds. Procedures to achieve this are outlined in the attached regulation.

Adopted September 1, 2009		
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1. All financial transactions between schools and the Division office shall be conducted by cheque or electronic transfer.
2. In all cases where schools collect cash from students or other sources that are Division funds (e.g. fees for courses), such funds shall be deposited in the school account and a school cheque forwarded to the Division office.

Adopted September 1, 2009		
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