



## **SECTION 3000: FINANCES**

### **POLICY 3020: NON-PUBLIC FUNDS**

- *Date Adopted: March 13, 2013*
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#### **POLICY STATEMENT**

The Board acknowledges that non-public funds are collected and disbursed for various causes and purposes within the schools of Coast Mountains School District.

Non-public funds shall be treated per the procedures in this Policy.

#### **PROCEDURES**

1. Non-public funds collected are to be deposited regularly in the joint school account set up by the School District.
2. The Board holds principals responsible for the safekeeping of all funds entrusted to them.
3. Each department fund is to be operated on a trust fund basis.
4. Vouchers and receipts must be retained in support of every expenditure.
5. Non-public funds are subject to audit.