



Accounting Systems- Procedure

Procedures

Accounting procedures for schools and lodge as follows:

- a) Director/Principal is responsible for the maintenance of proper accounting procedures and the safeguarding of all school and lodge funds.
- b) All financial transactions are done by cheque, duly signed by two persons, one of whom shall be the Director/Principal.
- c) A receipt is issued for all funds (cash) received as applicable or proof of proper distribution as in the case of allowance and recreation cash funds.
- d) Deposits are made on an on-going basis as deemed necessary depending on the amount of funds received, but at the very least on a monthly basis. All deposits must represent a clearly identifiable group of receipts.
- e) The Finance Administrator is responsible for the maintenance of proper accounting procedures and the safeguarding of all SEC's funds.

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