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| <b>NUMBER:</b>          | <i>to be determined</i>                    |
| <b>TOPIC:</b>           | <b>Cashless Schools</b>                    |
| <b>EFFECTIVE:</b>       | <b>August 1, 2009</b>                      |
| <b>CROSS-REFERENCE:</b> |  |
| <b>REVISION DATE:</b>   |  |
| <b>RESPONSIBILITY:</b>  | <b>Superintendent of Business Services</b> |

**INTENDED PURPOSE:**

The Halton District School Board is committed to ensuring

- efficient processes are in place to receive payment for goods, services, student fees, field trip, fundraising activities, etc.
- security of funds collected.
- opportunities exist for potential future streamlining of cash receipts processes.

Therefore, at schools where the Board has implemented the Cashless School Software, the Board will ensure all fees or other charges are available for payment on line. The Board will encourage parents, guardians and students (if over 18) to pay all fees and other charges online, however, schools may continue to accept cash, cheques and money orders as payment of these fees.

**PROCEDURE:****1. Consistent Availability of Fees for Payment Online**

The Cashless School Software will be implemented at all Halton District School Board schools from August/09 to September/12.

Once the software is implemented at a school, the school must ensure all fees and other charges are set up in the Cashless School software and available for payment online.

Schools must ensure fees are available online prior to any communications with parents, guardians or students (if over 18) to ensure the fee is immediately available for payment online once communication of the new fee is received (ie the fee must be set up prior to any field trip forms/permission forms being sent home).

Payments can be accepted:

- On-line by the Cashless Software
- For goods and services purchased in the school cafeteria or tuck shops, by swipe card at point of sale terminals.
- For miscellaneous events, through Payfast machines or other similar technologies that integrate with the Cashless Software.

**2. Preferred Method of Payment**

Parents, guardians and students (if over 18) are encouraged to pay all fees and other charges online through the Cashless School Software. Therefore, in all correspondence sent home on behalf of the Board or in any other form of communication, online payment should be clearly communicated as the preferred method of payment.

### 3. Inclusions

The availability of online payments include:

- School Generated Funds
- School Councils
- Home & School Associations (where Board staff would normally be expected to handle the collection of funds)
- Certain third-party vendors where arrangements have been made through Business Services (i.e photography groups, book groups, etc.)

### 4. Exclusions/Exceptions

Online payment is not available to members of the community (excluding parents and guardians of students) and Board staff members (using personal funds) in the following circumstances:

- Fundraising initiatives
- Sale of goods and services (i.e. from tech departments such as auto shops, hair dressing, food schools, etc)

Principals may exempt entire activities/events and not setup the fees online for one-time, non-recurring activities/events when the total amount collected from a student is under \$5. (Note: “Non-recurring” means the event occurs once during the school year and is not ongoing.)

Any other exceptions to the Cashless Schools Administrative Procedure must have **prior** written approval from the Superintendent of Business Services. A “Request for Cashless School Exemption – School Activity/Event” Form must be completed (see Appendix A).

**APPENDIX A**

**REQUEST FOR CASHLESS SCHOOL EXEMPTION  
– SCHOOL ACTIVITY/EVENT**

**PLEASE PRINT**

**FORWARD COMPLETED FORM TO THE SUPERINTENDENT OF BUSINESS SERVICES A MINIMUM OF 2 WEEKS PRIOR TO THE ACTIVITY/EVENT**

**APPROVED FORM TO BE FILED IN SCHOOL OFFICE.**

School Name: \_\_\_\_\_

Principal's Name: \_\_\_\_\_

Activity/Event Name: \_\_\_\_\_

Activity/Event Dates: \_\_\_\_\_

Activity/Event Description:  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please exempt the above activity/event from using the Cashless School Software for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The school/Board can do the following to prevent the above exemption being necessary in the future:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent of Business Services

\_\_\_\_\_  
Date