

<i>POLICY</i> MONEY MANAGEMENT	Number: 3-50 Section: FINANCE Page: 1 of 2
Issuing Authority	CASLP-NL Board of Directors
Author	CASLP-NL Board of Directors
Date Originated	January 16, 2013
Approval Date	May 16, 2023
Scheduled Review Date	May 2027
Revision Date(s)	November 3, 2017 May 10, 2024 November 08, 2024

OVERVIEW

Section 15 of the *Health Professions Act* (HPA) permits the College of Audiologists and Speech-Language Pathologists of Newfoundland and Labrador (CASLP-NL) to collect fees in an amount sufficient to discharge its duties under the Act. All monies received by the College shall be applied by it to its duties under the Act. Monies received by the College will be receipted and deposited in the CASLP-NL's bank account.

POLICY

All monies inclusive of cash, cheques, or money orders received by the College will be receipted and deposited into the CASLP-NL's bank account(s).

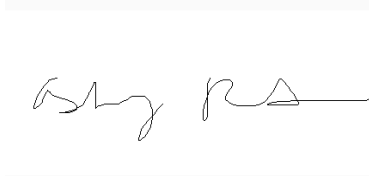
PROCEDURE

- Monies received by the CASLP-NL will be receipted and deposited into the CASLP-NL's bank account(s).
- The College Treasurer or designate holds all monies to be deposited in a secure location. Deposits are made regularly, and money collected is deposited within two weeks of receipt.
- The College Treasurer or designate may complete a deposit in-person using a deposit slip or use debit card for an automatic deposit. Receipt is then retained for college records.
- Funding moved virtually will be tracked and confirmed by the treasurer through a virtual banking platform and will be approved by a second Executive member.
- Deposits are summarized in the CASLP-NL's accounting program indicating reason for the cheque/money order/cash.

REFERENCES

Province of Newfoundland and Labrador: Health Professionals Act, SNL 2010, c.H-1.02

APPROVED BY



CASLP-NL Chairperson



CASLP-NL Board Member