



**COLLEGE OF AUDIOLOGISTS AND  
SPEECH-LANGUAGE PATHOLOGISTS OF  
NEWFOUNDLAND & LABRADOR**

Policy  MONEY MANAGEMENT	<b>Number:</b> 3-50 <b>Section:</b> FINANCE <b>Page:</b> 1 OF 2
<b>Issuing Authority</b>	CASLP-NL Board of Directors
<b>Author</b>	CASLP-NL Board of Directors
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### 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.

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- The College Treasurer or designate completes the deposit slip information and attaches the actual bank deposit. cheques/money order/cash and then completes the
  - 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