

## HANDLING MONEY IN DISTRICT BUILDINGS/ACTIVITIES

The administration, under the direction of the Director of Finance and Operations and in consultation with the District financial auditor as needed, shall develop cash-handling procedures that are consistent with sound business practices and that are appropriate for particular building functions and operational needs. As general parameters, such cash-handling procedures shall:

1. Promote safe and secure cash management and minimize opportunities for theft or loss by, for example, utilizing secured locations within buildings and making regular transfers to an approved depository;
2. Promote accurate cash management and accurate recordkeeping by, for example, consistently issuing receipts and using other methods of reconciling accounts and funds;
3. Promote the security and privacy of sensitive financial data, including District and personal account numbers, other account access information, etc.; and
4. Minimize the extent to which any individual has sole responsibility for cash handling and cash/account reconciliation in connection with specific activities and functions.

District funds may be deposited only in District accounts that have been established at a financial institution that is a Board of Education-approved depository.

The Director of Finance and Operations shall have primary responsibility for verifying that relevant personnel are aware of their responsibility to consistently follow established cash-handling procedures.

Legal Ref: 120.12(7); 120.16(2) WSS; Wisconsin Uniform Financial Accounting Requirements (WUFAR)  
Cross Ref: 661 Depository of Funds  
Adopted: 12/18/78  
Revised: 04/08/96  
09/24/07  
09/25/23