

MONEY COLLECTION AND CASH IN SCHOOL BUILDINGS

All monies collected by district employees or student treasurers are considered district funds and shall be receipted and promptly deposited in designated district depositories. Monies collected by school employees shall be handled in accordance with good and prudent business procedures.

The following procedures shall be used when handling cash in the schools:

1. All money provided to staff for a purpose related to the district's general operations or in support of a specific activity fund shall be counted and turned into the building secretary daily.
2. The responsibility for making proper, accurate, and timely bank deposits rests with the building principal.
3. The completion of deposits may be designated to the building secretary; however, it is the building principal's responsibility to ensure that appropriate procedures and safeguards are in place to protect these funds.
4. Upon receiving funds, the designated secretary will count and provide the individual with a receipt for any funds received.
5. All monies in excess of \$50 shall be deposited on a daily basis.
6. Any monies kept in a school overnight shall be placed in a safe, if available. If a safe is not available, monies must be kept in a locked and secure area.
7. No money is to be left in the teacher's desk or rooms.

Adopted: 11/12/07

Reviewed: 09/25/23

Revised: