

3450.1

CASH IN SCHOOL BUILDINGS

All monies collected within the schools will be handled and prudently safeguarded. Money collected for any purpose will be submitted to the school principal or a designee who will provide for its proper deposit. The building principal will determine procedures for safeguarding all monies in a secure location.

Receipts will be deposited within seven days. A copy of the checks being deposited must accompany the deposit slip and kept at each school. Each month, the school will reconcile its' student activity account. Upon completion of the reconciliation, a copy of the bank statement and deposit slips (with associated copies of deposited checks) will be forwarded to the Business Office.

Adopted: 10/13/87

Revised: 11/02/05

Revised: 10/09/13