

Money collected by district employees or student treasurers are considered district funds and shall be receipted and promptly deposited in designated district depositories. Monies collected in regard to this policy are to be handled in accordance with good and prudent business procedures.

Where practical, monies shall not be left overnight in schools. All custodians of school funds shall make arrangements to have timely deposits after the conclusion of school events where monies are collected. When not practical, monies shall be deposited no later than the first school work day after the receipt of funds and must be locked in a secure area of the school or office.

All monies collected will be receipted and accounted for without delay to the proper location for deposit and in accordance with the following procedures:

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. All staff and/or student treasurers making a request for monies must submit such request to the building principal most closely related to the event as soon as practical but no later than 24 hours before the event.
3. The responsibility for proper, accurate and timely handling of cash and making bank deposits rests with the building principal.
4. The building principal or designee will provide a cash box with starting cash counted and verified on a district provided ledger sheet for all school activities making a timely request.
5. It is the responsibility of the district employee or student treasurer handling monies to have an accurate count of starting and ending cash utilizing the district provided ledger sheet.
6. Upon receipt of funds, the designated secretary will reconcile with the district employee or student treasurer count and provide the depositor with a receipt for any funds received.

*Adopted: August 15, 2016*