

OPERATIONAL SERVICESACCOUNTING - CASH IN SCHOOL BUILDINGS

Monies collected by School District employees and by Student Treasurers shall be handled according to proper business procedures both to demonstrate the ability of school system employees to operate in that fashion, and to teach such procedure to District students.

All monies collected shall be receipted and accounted for and directed, without delay, to the proper location of deposit. Petty cash should be kept in a locked vault or other secure place. All schools shall make daily bank deposits if the day's receipts are in excess of \$25.00.

Teachers and others shall be cautioned against leaving cash in desks or cabinets, particularly overnight. The Board of Education will not be responsible for money left in any school overnight except for petty cash which has been handled as directed by the Superintendent.

Adopted: March 10, 1983
Revised: June 10, 1999