

Monies in School Buildings

Monies collected by school district employees and by student treasurers shall be handled with good and prudent business procedures, both to demonstrate the ability of school system employees to operate in that fashion, and to teach such procedures to students.

All monies collected shall be receipted and accounted for, and directed without delay to the proper location for deposits.

In no case shall monies be left overnight in schools where no school safe is available. All schools shall provide whenever possible for making bank deposits after regular banking hours to avoid leaving money in school overnight.

Cash Receipts

Receipts are issued to each person who turns in funds. These funds include: rental of school property, telephone commissions, refunds for personal calls, library fines, lost books, instrumental rentals, adult education fees, damages to school property, sale of shop material.

The receipts are to be issued in duplicate, one copy retained by the bookkeeper and one copy to the person from whom the money was received. An explanation should be made on the receipt as to the purpose for which these funds were received.

Policy Adopted: 12/75

Amended: 12/86

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