

1 **Cash in School Buildings Handling and Activity Funds**

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3 Monies collected by school employees shall be handled and maintained in accordance with ~~prudent~~
4 ~~business and accounting written~~ procedures, and internal controls, developed by the Superintendent, or
5 designee. All monies collected shall be receipted, accounted for, and directed without delay to the proper
6 location of deposit. Any employee who collects monies must maintain a receipt book on all monies
7 collected. Employees are not to accept monies they have not counted, verified, and receipted.

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9 Money is not to be kept in a classroom overnight, or in an employee's home or vehicle. Cash and checks
10 collected must be turned in to the campus secretary, or site administrator by the end of the day it is
11 collected. Money received and receipted shall be deposited in the bank within twenty-four (24) hours or
12 one banking day. Collected funds which are not deposited the same day shall be placed in the site
13 administration office or the central business office in a fireproof safe and deposited the next school day.

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15 All activity funds shall also be subject to the twenty-four (24) hour deposit rule. All activity funds shall
16 be subject to at least an annual audit for compliance with state statute and regulation.

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18 No District employee may used cash or monies collected for any purpose except for deposit to the
19 appropriate account.

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21 Cash collected for a school-related purpose may not be used to "cash" personal checks, and no cash
22 advances are permitted.

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Board Approved xx/xx/xxx, effective xx/xx/xxxx03/26/2014, effective 03/26/2014

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