

MONEY IN SCHOOL BUILDINGS

BP 3450

Money collected by individuals and organizations on behalf of the District shall be handled according to prudent business procedures. All banking functions are centralized at the District Office, and all schools have access to credit card processing for fundraising activities. When monies are received, they shall be secured and processed according to the internal controls over monies and submitted to the District Office for bank deposit as soon as practical or at least monthly. The individual recording the receipt of funds should not be the same individual who maintains custody of funds in the safe or other secured place. Whenever possible, two individuals should count funds and sign together. Any money left overnight in schools shall be kept in locked locations provided for safekeeping of valuables.

Revised 3/2022

