

SANBORN REGIONAL SCHOOL DISTRICT

SRSD File: DM

CASH IN SCHOOL BUILDINGS

Statement of Purpose:

The purpose of this policy is to set guidelines for handling cash money (other than food service moneys) which may result from various school activities.

Statement of Policy:

Moneys collected by school employees, student treasurers, or other school or volunteer personnel shall be handled with good and prudent business procedures, including proper record-keeping and procedures for not leaving money unattended. All moneys collected shall be accounted for, and directed without delay to the proper individual school secretaries for deposit.

Moneys left overnight in school shall be placed in a secured area, and will not exceed \$150.00. All schools shall provide for making bank deposits in order to avoid leaving money in a school building overnight.

Related:

See also: Policy DFC-Gate Receipts and Admissions, DFF-Income from School Shop Sales and Services, DJC- Petty Cash Accounts.

History:

Effective: January 25, 1998

Revised: June 3, 1998

Reaffirmed: October 15, 2008

Revised: April 10, 2019