

## **Business and Non-Instructional Operations**

### **Monies in School Buildings**

Monies collected by school district employees and by student organizations 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 the students.

All monies collected shall be receipted and accounted for and deposited without delay.

In no case shall such monies be left overnight in schools except in safes, and even then no more than \$100 should be so kept. All those in charge of activity funds shall establish protocols for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.