

## **Business/Non-Instructional Operations**

### **Monies in School Buildings**

Monies collected by school system 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 directed without delay to the proper location of deposit.

In no case shall monies be left overnight in schools except in safes provided for safekeeping of valuables, and even then, as little as possible should be so kept. All school banks shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.

No accounts shall be created in the name of Amity Regional School District No. 5 without the approval of the Superintendent of Schools.