

Policies of the Board of Education

Series 600: Fiscal Management

### **CASH IN SCHOOL BUILDINGS**

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Monies collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All monies collected shall be receipted, accounted for, and directed without delay to the proper location of deposit through the business office. School buildings shall secure funds overnight in safes prior to transferring funds to the business office. The business office will make deposits on a weekly basis.

Cross Ref.: 375, Student Activity Funds Management  
661, Depository of Funds

Adopted: 10/11/82

Revised: March 1994  
April 2002  
November 2005

Waunakee Community School District