

## CUSTODY AND DISBURSEMENT OF SCHOOL FUNDS

All School Board funds, except:

- money generated by school activities and classified "school activity fund (internal accounts"; and
- petty cash funds

are deposited with the Alexandria City Treasurer, who is in charge of the receipts, custody and disbursement of School Board funds and who keeps such funds in an account or accounts separate and distinct from all other funds. Checks must be drawn on the School Board account by the Alexandria City Treasurer, Alexandria, Virginia.

Disbursement of School Board funds is approved as provided in Policy DK: Payment Procedures.

Adopted: October 24, 1996

Amended: July 10, 1997

Amended: May 29, 2008

Affirmed: December 3, 2015

Amended: February 18, 2021

Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-116, 22.1-122.1, 22.1-123.

8 VAC 20-240-10.

8 VAC 20-240-40.

Cross Refs:	DGC	School Activity Funds
	DGC-R	Student Activity Funds Manual
	DGD	Funds for Instructional Materials and Office Supplies
	DJB	Petty Cash Funds
	DJB-R	Petty Cash Fund Regulations
	DK	Payment Procedures