

Houston County Board of Education

Monitoring:
**Review: Annually,
in January**

Descriptor Term:
Deposit of Funds

Descriptor Code:
2.500

Issued Date:
07/08/13

Rescinds:
DG

Issued:

Central Office

All income payable to the Board will be deposited with the county trustee, who will credit it to the appropriate account.

Individual Schools

All money collected at the building level must be cleared through the principal's office.

The principal shall deposit funds daily if possible, but no later than three (3) days after being received. Deposit slips will be filed along with other permanent records. Each deposit slip must show the various receipt numbers. The total amount of deposit shall be shown on the last receipt deposited.¹

Monies collected at the building level must be deposited to no more than three bank accounts:

1. General School Fund/Restricted Accounts;
2. School Food Service; and
3. Savings.

Legal References:

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-1; Section 6-1