

## CASH IN SCHOOL BUILDINGS

Monies collected by school employees will be handled according to good and prudent accounting procedures. All monies collected will be receipted, accounted for, and directed without delay to the proper location of deposit.

In no case will monies be left overnight in schools, except in secured containers provided for safekeeping of valuables. When a large amount of monies are received, provisions should be made for making banking deposits after regular banking hours in order to avoid leaving money in school overnight. Deposits will be made a minimum of once a week or when the deposit is over \$500.00, whichever occurs first.

Adopted: 12/4/95  
Reaffirmed: 3/3/09, 11/06/2023