



Central Islip Union Free School District

Board of Education & School District Policy Book

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Section	Section Title	Type
6000	Fiscal Management Goals	Local
Policy	Policy Title	
6250	Miscellaneous Revenues	

Any miscellaneous revenues collected by Building Principals such as fundraisers, library book fines, or events revenue must be reconciled by the District Treasurer or Extracurricular Activity Treasurer.

Not more than \$250, whether district or extra-classroom funds, shall be held in the vault in the main office of each district school building. Under no circumstances shall cash be left in classroom areas of desks. The district will not be responsible for funds left unprotected.

All funds kept in school buildings, whether district or extra-classroom funds, shall be deposited in the building's main office vault prior to close of school each week. Only authorized personnel designated by the building administrator shall be allowed in the main office vault.

All money held at the building level is the responsibility of the Principal, who will be held accountable for such funds. All miscellaneous revenues ultimately will be moved to the District Treasurer's office at the end of each month.

Adoption date: August 10, 2009

Cross Reference:

6670, Petty Cash/Petty Cash Accounts