

RED HOOK CENTRAL SCHOOL DISTRICT

7401 South Broadway • Red Hook, New York 12571

Paul Finch *Superintendent of Schools*

Bruce T. Martin *Business Administrator*

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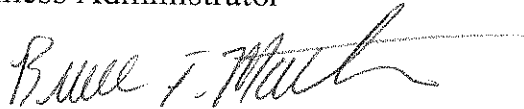
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TO: All Staff

FROM: Bruce Martin, Business Administrator

DATE: January 14, 2008



SUBJECT: Procedures for Collection of Money within the district
(Excluding cafeteria funds)

It is the policy of the Red Hook Central School District that all monies (cash & checks) collected by any officer or employee of the Red Hook Central School District be transferred to the District Treasurer or the Treasurer of Student Funds within 3 days of collection.

There are only two (2) acceptable places for you to forward the money.

1. To the District Treasurer, located at the central office.
2. To the Treasurer of Student Funds, located at the High School Office.

Two (2) methods in which to transfer funds to the District Treasurer:

1. Personally bring the funds to the Treasurer at which time you may obtain a receipt.
OR
2. Bring the funds to your Building Office and you will receive a receipt by a designated secretary. The secretary will then forward the funds to the District Treasurer.

Two (2) methods in which to transfer funds to the Treasurer of Student Funds:

1. Personally bring the funds to the treasurer.
2. Send funds via interoffice mail.
The treasurer will issue a receipt once the bank deposit is made.

An employee of the district who chooses to collect funds on an individual basis and not turn the funds over to the appropriate treasurer takes on a personal liability for any and all funds