

Policies

Westerly Public Schools Miscellaneous Revenue

No. 3081
Page 1 of 1

There shall not be any cash, checking and/or savings accounts maintained by employees of Westerly Public Schools, except for the student activity funds at the middle and high schools.

1. All miscellaneous revenues for the elementary schools shall be maintained by the Finance Office.
2. Miscellaneous revenue is defined as monies received by a school including, but not limited to, the following:
 - a. Donations from individuals
 - b. School store
 - c. Cartridge recycling
 - d. Vending Machines
3. All cash shall be hand delivered to the Finance Office in the Administration building within one (1) business day. Checks may be forwarded via interschool mail. Each deposit shall accompany the attached form which defines deposit, including the date, amount, purpose and signature of Principal.
4. The Finance Office shall deposit miscellaneous revenue to the restricted miscellaneous revenue account.
5. The Finance Office shall maintain a spreadsheet for each elementary school detailing deposits and expenses. This spreadsheet shall be forwarded to Principals on a monthly basis, consistent with current site budget reporting.
6. Requests for purchase from the miscellaneous revenue account shall be consistent with district purchasing policies and procedures. The Finance Office shall expedite the process to the best of its abilities.
7. Balances in the miscellaneous revenue account shall carry to the next fiscal year. Balances shall not be applied to the operating budget of Westerly Public Schools.
8. Employees of Westerly Public Schools shall not utilize the tax identification number of Westerly Public Schools to create and/or maintain checking or savings accounts.

Adopted: May 18, 2005
Revised: January 3, 2007
Revised: July 13, 2011