ACCOUNTING: CASH IN SCHOOL BUILDINGS
CFG (REGULATION)

GUIDELINES

The following guidelines apply to the handling of cash:

1. The principal of each campus is responsible for following the guidelines as prescribed in the Activity Fund Manual for the safe handling of cash.
2. All cash received for the District by District personnel will be turned in to the secretary/bookkeeper daily. Money will not be kept overnight in a campus office or classroom.
3. The secretary/bookkeeper will deposit money collected daily or as often as "pick-ups" are scheduled.

RECEIPTS / DEPOSIT SLIPS

A receipt will be issued each time funds change hands, i.e., from student to employee, from employee to secretary/bookkeeper. The person making the deposit at any level will be responsible for obtaining a receipt indicating the amount deposited.

Any claim for money deposited that is not verifiable by a receipt becomes the financial obligation of the employee who did not obtain a receipt.

A copy of the validated bank deposit slip will be acceptable proof that a deposit was made.

AUDIT

All monies are subject to audit by authorized personnel designated by the Business Office

APPROVED – JANUARY 2015