

CHESTER BOARD OF EDUCATION
Chester, New Jersey

FILE CODE: 3450

☐ **Monitored**

☐ **Mandated**

Policy

☒ **Other Reasons**

MONEY IN SCHOOL BUILDINGS

All funds collected by school district employees and by student treasurers under the auspices of the board shall be handled and accounted for pursuant to prudent business procedures and rules of the state board of education.

The principal/designee shall be responsible for the receipt and deposit of all funds collected in his/her school and shall administer an accounting system for all such moneys.

Monies shall always be deposited in a night depository. In no case shall money be left overnight in schools except in the school safe provided for safekeeping of valuables until the next business day.

Lost money shall be replaced by the person responsible.

Adopted: October 8, 2002

NJSBA Review/Update: August 2008, August 2016, September 2018

Readopted: April 27, 2009, September 17 2018, August 16, 2021, January 2024

Key Words

Money in School Buildings, Student Organizations, Athletic Funds

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:17-34	Receipt and disposition of moneys
	<u>N.J.S.A.</u> 18A:19-13	Petty cash funds
	<u>N.J.S.A.</u> 18A:19-14	Funds derived from student activities
	<u>N.J.S.A.</u> 18A:23-2	Scope of audit
	<u>N.J.A.C.</u> 6A:23A-16.8	Petty cash fund
	<u>N.J.A.C.</u> 6A:23A-16.12	Student activity funds
	<u>N.J.A.C.</u> 6A:23A-16.13	School store business practices

Possible

<u>Cross References:</u>	*3250	Income from fees, fines, charges
	3293	Depositories
	*3400	Accounts
	*3451	Petty cash funds
	*3453	School activity funds
	3571	Financial reports
	*3571.4	Audit
	*5136	Fund-raising activities
	6145.4	Public performances and exhibitions

*Indicates policy is included in the Critical Policy Reference Manual.