

SALEM SCHOOL SYSTEM
Salem, Connecticut

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

MONEYS IN SCHOOL BUILDINGS

Moneys collected by school employees and by student organizations shall be handled with good and prudent business procedures both to demonstrate the ability of school system employees to operate in that fashion, and to teach such procedures to the students.

All moneys collected shall be receipted and accounted for and directed without delay.

In no case shall moneys be left overnight in schools except in safes, and even then no more than \$100 should be so kept. All activity funds shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.

Policy Adopted: September 8, 1998