

# Houston County Board of Education

Monitoring:  <b>Review: Annually, in September</b>	Descriptor Term:  <h2 style="text-align: center;">Deposit of Funds</h2>	Descriptor Code: <h3 style="text-align: center;">2.500</h3>	Issued Date: <h3 style="text-align: center;">09/09/24</h3>
		Rescinds:	Issued: <h3 style="text-align: center;">07/07/13</h3>

### *Central Office*

All income payable to the Board will be deposited with the county trustee who will credit it to the appropriate account (if applicable).<sup>1</sup>

### *Individual Schools*

All money collected at the building level shall be cleared through the principal's office.

The principal/designee shall deposit funds daily, if possible, but no later than three (3) days after being received.<sup>2</sup> Deposit slips shall be completed in duplicate. All checks shall be listed individually on the deposit slip or an attached list, itemizing the name of the payer and the amount. The receipt numbers comprising the deposit shall be written on the deposit slip. The validated duplicate deposit slip or the duplicate deposit slip with deposit receipt attached shall be given to the bookkeeper. Deposit slips will be filed along with other permanent financial records.

Any money collected at the building level shall be deposited to one (1) of three (3) bank accounts:<sup>3</sup>

1. General School Fund;
2. Restricted School Fund; or
3. School Nutrition Fund.

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#### Legal References

1. [TCA 8-11-104](#)
2. [Internal School Funds Manual, Sections 4-20, 6-1, 6-2](#)
3. [Internal School Funds Manual, Sections 4-2, 4-3, 6-1, 6-2](#)

#### Cross References

Investment Earnings 2.402  
 Student Activity Funds Management 2.900  
 Food Service Management 3.500

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