Bartlett City Board of Education		2006
Descriptor Term: **DEPOSIT OF FUNDS**	Descriptor Code: **Fiscal Management**	Issue Date: **4/24/2014**
	Rescinds:	Revised:

Central Office

All income payable to the Board will be deposited in a banking institution who will credit it to the appropriate account.

Individual Schools

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

The principal shall deposit funds daily if possible, but no later than three (3) days after being received.[1] Deposit slips must be completed in duplicate. All checks should 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 should be written on the deposit slip. The validated duplicate deposit slip or the duplicate deposit slip with deposit receipt attached should be given to the bookkeeper.

Monies collected at the building level must be deposited to one of three bank accounts:[2]

1. General School Fund/Restricted Accounts;
2. School Food Service; and
3. Savings.

[1] *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-22; Section 6-2
[2] *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-22; Section 6-1