Monies Collected in School Buildings

Collection and Deposit of Cash

All receipts must substantiate all monies collected from any source. A receipt will be issued as soon as possible upon receipt of funds by the student activity account bookkeeper, school secretary, the school Principal or their designee. The first copy of the receipt is to be given to the person from whom the money is received. The second copy is to be retained by the Principal or their designee as permanent record of money received.

Collections should be deposited daily, if reasonable. All schools shall arrange for making bank deposits after regular banking hours in order to avoid leaving money in schools overnight. In no case shall monies be left overnight in schools except in safes provided for safekeeping of valuables. Said monies will remain in the school safe only until such time as a deposit can be reasonably completed. All checks to be deposited in the student activity bank account will be endorsed immediately upon receipt, showing a restrictive endorsement.

Documentation of Receipts

Cash receipts should include supporting documentation. For example, if teacher "X" is organizing a field trip and collecting money from students, the deposit receipt should include a class list indicating those students who have paid and/or a narrative of funding transactions. Other examples would include the number of tickets, t-shirts, etc. sold. At a minimum, the receipt should include a brief summary of the reason for the deposit.

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