

## CASH IN SCHOOL BUILDINGS

### Section I: GENERAL

Funds entrusted to the care of school employees are the complete responsibility of such employees. The school principal is completely responsible and accountable for all funds entrusted to the principal or designee (assistant principal and/or office manager). The principal is ultimately responsible for all funds handled at the school site.

No money except Petty Cash shall be left in the school overnight, whether in classrooms or in the principal's office. A daily deposit is necessary. A bank night depository shall be utilized on all occasions where the deposit cannot be made during regular banking hours.

### Section II: NIGHT DEPOSITORY PROCEDURES

Principals will establish bank night depositories as follows:

1. Principals must fill out a signature card at the branch bank normally used for school business. The card indicates who has the authority to pick up the money bag from the bank. It should be the principal or his/her assistant. Neither the office manager nor the custodian should be authorized to pick up the money bag from the bank. Large night drop bank bags require a one time fee of \$20, while a small bag costs \$15.
2. The bank issues a lockable bank bag to the principal with keys to the bag and to the bank's night drop window.
3. When there is a school activity where the money collected cannot be deposited during regular banking hours, the person responsible for the money will count it, and receipt it (if it is activity fund money). If it is not activity fund money, a game report or some other written accounting of the money should be prepared. If there is enough time, a deposit slip should be prepared.

The principal or the assistant should lock the money and office receipt or accounting report in the bank bag and take it to the bank's night drop window. It is strongly recommended that the security guards hired for the school event follow the principal to the bank to provide security.

4. On the next banking day, the principal should pick up the money bag at the bank. If the deposit slip was already filled out, the principal may deposit the money at that time.
5. The office manager must give the deposit slip and money to the principal. The principal or his/her assistant makes the deposit.

Section III:       ATHLETIC RECEIPTS

Receipts from athletic events sponsored by the District's Athletic Department are the responsibility of the Athletic Director.

Receipts from athletic events sponsored by the school (such as scrimmages or slam-dunk contests) are the responsibility of the principal and are subject to the procedures listed in Sections I and II.

Section IV:       REPORTING OF THEFT

Money stolen or missing from a school should be reported immediately to the appropriate assistant superintendent responsible for that school.

Section V:       DISCIPLINARY ACTION

Failing to adhere to Policy DK, Cash in School Buildings, may be cause for disciplinary action or dismissal.

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