

*Monies Collected in School Buildings*

This Policy covers all monies collected by District employees, non-employee volunteers, and by students. Such monies shall be handled in a prudent and secure manner.

All monies collected shall be receipted, accounted for, and directed without delay to the proper location of deposit.

In no case shall monies be left overnight in schools except in safes provided for safekeeping of valuables. All schools shall arrange for making bank deposits after regular banking hours in order to avoid leaving money in schools overnight.

The Business Manager shall promulgate regulations establishing appropriate internal controls for the handling of monies covered by this Policy.