

GUIDELINES FOR COLLECTION AND DEPOSIT OF SCHOOL MONIES

1. All money collected from any source must be substantiated by pre-numbered receipts.
2. Tickets sold for activities shall be pre-numbered and accounted for after each event or at the end of each day's sales.
3. Employees are not to keep funds collected as part of their duties off school grounds. Collected funds must be deposited with the office secretary within 24 hours of collection. All funds must be kept secure to prevent loss.
4. Building secretaries and the business office must deposit collections on hand into the bank on Mondays, Wednesdays and Fridays.
5. Depository banks shall be those designated by the Board.
6. Accounts payable shall update Skyward accounts at least twice per month.

APPROVED: October 9, 1985
 March 18, 2013
 December 18, 2017
 April 22, 2019
 DECEMBER 18, 2023