

# DM - Cash in School Building

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- A. Each school may maintain a school fund of monies raised or donated to that school.
- B. The annual District audit will include an audit of each school. Audits take place at the close of each school year.
- C. The principal shall be solely responsible for the proper conduct of school funds.
- D. Teachers who are required to collect money from students for the sale of materials, etc. shall use a receipt book or other system of accountability approved by the principal.
- E. All cash collected by staff shall be turned in to school offices or deposited in appropriate accounts the day of collection.
- F. School personnel shall deposit money in a timely manner.
- G. The principal shall insure that money is deposited at least weekly or when the amount on hand exceeds \$500.

Policy Adopted: March 5, 1975

Policy Revised: October 3, 1979, December 3, 1986, November 5, 1997, November 2, 2005 and November 5, 2008

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