

Section 3000 – Fiscal Management

3410-R Safeguarding of Money and Other Assets

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In order to assure the safekeeping of money collected by employees or students of a school building, the following procedures shall be followed:

1. All money shall be properly receipted, accounted for, and directed immediately to a secure location for preparation for deposit.
2. No money shall be left overnight in desks, lockers, or other such repositories.
3. All money left overnight in buildings shall be placed in the school safe. The District shall not be responsible for any funds not secured in the school safe.
4. Bank deposits shall be prepared and delivered in a timely manner to the bank according to established District procedures.

Rules Accepted: June 29, 2009