

SOUHEGAN POLICY

DM – CASH IN SCHOOL BUILDINGS

Money collected by school employees, student treasurers, or as noted in Policy DFEB shall be handled with good and prudent business procedures. All moneys collected shall be receipted, accounted for, and deposited without delay.

Money shall only be left overnight in schools when secured in a locked container, such as a safe, desk, or cabinet. The principal shall provide for making bank deposits when accumulated funds exceed \$1,500, but at least weekly regardless of the amount.

Revised: October 5, 2017

Adopted: January 4, 1993

AMHERST, MONT VERNON & SOUHEGAN POLICY