

## **Cash in School Buildings**

Moneys collected by school employees shall be handled according to good and prudent accounting procedures. All moneys collected shall be receipted, accounted for and directed without delay to the proper location of deposit.

In no case shall moneys be left overnight in schools except in safes provided for storing valuables.

The superintendent shall develop procedures for the daily collection and depositing of moneys.

Adopted by the Board: December 14, 1994

Revised: December, 2005