

GUIDELINES

The following guidelines apply to the handling of cash (bills and coins) and other forms of money:

1. The principal of each campus is responsible for implementing procedures for the safe handling of cash (bills and coins) and other forms of money. Plans may be required to be submitted to the Superintendent or designee for approval.
2. An audit trail will be established at the campus level to clearly indicate the source of funds received. A detailed description of the source will be indicated on the receipt sent to the District's business office.
3. All money received for the District by District personnel will be deposited with the District's designated bank or with the District's business office daily, or as soon as possible. Cash (bills and coins) will not be kept overnight in a campus office or classroom.
4. Cash (bills and coins) will not be sent to the District's business office by students, nor will students be sent to the District's business office requesting cash.
5. Cash (bills and coins) will not be sent through the school mail by District personnel.

RECEIPTS / DEPOSIT
SLIPS

A receipt will be issued each time funds change hands, i.e., from employee to supervisor, from supervisor to campus administrator, from campus administrator to the District's business office. The person making the deposit at any level will be responsible for obtaining a receipt indicating the amount deposited.

Any claim for money deposited that is not verifiable by a receipt becomes the financial obligation of the employee who did not obtain a receipt.

A copy of the deposit slip will be acceptable proof that a deposit was made.

AUDIT

All monies are subject to audit by authorized personnel designated by the Board.