

Category: 5000 BUSINESS	Policy Number: 5310
Policy Title: BUDGET - CASH IN SCHOOL BUILDINGS	Effective Date: December 19, 2007
<p>Money collected for approved purposes shall be submitted to the principal or the principal’s designee, who will provide for its proper deposit. All money raised or contributed by students or collected by teachers must be deposited to the appropriate school fund.</p> <p>All money collected within the schools shall be prudently handled and safeguarded. No money will be left overnight in the classrooms. Records of funds received and the money received shall be kept in a safe place and under lock and key.</p> <p>Cafeteria managers are responsible for all money collected in the cafeteria and for bringing this money to the district office each day. Lunch money will be kept under lock in the district office and will be deposited in the bank at least weekly.</p> <p>Reference: Policy 5220, “Building Security and Access”</p> <p style="text-align: center;">Snake River School District 52, 103 South 900 West, Blackfoot, Idaho 83221</p>	

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Money collected from any source should be substantiated by pre-numbered student activity group receipts, cash receipts supplying cumulative readings, pre-numbered tickets or other auditable, checkable records. Receipts are the means of accurately recording cash received and providing support to validate each bank deposit. Receipts should identify the source of revenue. There will be times when a sponsor will collect small amounts (under \$15) of cash from students and the issuance of individual receipts would not be practical. When this occurs, the sponsor will record the cash receipt on a cash collection form and submit the cash and the form to the principal or school bookkeeper at the end of the day.

Upon receipt of any funds for activity accounts, a deposit will be made within forty-eight (48) hours. Deposits retained overnight shall be kept in a safe.