

Timberlane Regional School District	Policy Code: DM
Adopted: 05-05-83 Reaffirmed: 06-16-11	Page 1 of 1

CASH IN SCHOOL BUILDINGS

Monies collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All monies collected shall be receipted, accounted for, and directed without delay to the proper location of deposit.

In no case shall monies be left overnight in schools, except in safes provided for safekeeping of valuables, and even then not to exceed more than a few dollars. All schools shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.

The School Board shall procure and maintain fidelity bonds in reasonable amounts, in order to protect against the loss of money, securities, and checks by actual destruction, disappearance, or wrongful abstractions from within all premises and also while off any premises. Such coverage will include a commercial blanket bond covering employee dishonesty, and may include a comprehensive dishonesty, disappearance and destruction bond, with optional coverage depending on the exposures at various locations.

Fiscal accountability of all funds raised in school for school activities will be the responsibility of the building principal. All such accounting will be subject to annual audits.