

CASH IN SCHOOL BUILDINGS

Moneys collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All moneys collected shall be receipted, accounted for, and deposited daily.

In no case shall moneys be left overnight in schools, except in a secured location. All vending machines shall be emptied of cash regularly. All schools shall provide for making bank deposits in order to avoid leaving money in schools overnight. This policy shall be well publicized to deter burglary attempts.

Mrs. Connie Twombly, Chairperson
Mrs. Peggy Richards
Mr. Joseph Fleck
Ms. Sarah Hayes
Mrs. Desiree Tumas

Adopted by the Board: 14 March 2001
Revised by the Board: 6 May 2002