

HANDLING MONEY

All cash received from school sanctioned activities must be secured in the school safe or in the night depository of the school district banking facility. This is done immediately following the activity by using the security-lock bags. Under no circumstances should money be taken home for safekeeping either by students or staff nor deposited to a private bank account.

All cash received from students for sales, dues, etc., will be receipted. Receipts should indicate the amount, the source, the account to be deposited and whether it is cash or check.

The advisor will give the original to the student and keep their copy for club records. Under no circumstances should club or group money be taken home for safekeeping either by students or staff.

All cash received from dues, sales, etc., by the office from an organization or club will be receipted by the school bookkeeper or office manager. The receipt will show the amount, the source and the account to which it deposited. The advisor will receive a copy of the receipt.

Under no circumstances should money be taken home for safekeeping either by students or staff.

Reconcile cash vs. check composition of deposit between receipts and money on hand for deposit. Do not cash checks. Money collected is to be deposited exactly as received.