

**Policy**

MONEY IN SCHOOL BUILDINGS

All funds from athletic events or other activities of student organizations collected by school district employees and by student treasurers under the auspices of the board shall be handled and accounted for pursuant to prudent business procedures and rules of the state board of education.

The business administrator shall be responsible for the receipt and deposit of all funds collected in his/her school and shall administer an accounting system for all such moneys.

In no case shall money be left overnight in schools except in the school safe provided for safekeeping of valuables.

Lost money shall be replaced by the person responsible.

NJSBA Review/Update: October 2010

Readopted: April 13, 2011

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Key Words

Money in School Buildings, Student Organizations, Athletic Funds

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:17-34	Receipt and disposition of moneys
	<u>N.J.S.A.</u> 18A:19-13	Petty cash funds
	<u>N.J.S.A.</u> 18A:19-14	Funds derived from student activities
	<u>N.J.S.A.</u> 18A:23-2	Scope of audit
	<u>N.J.A.C.</u> 6A:23A-16.8	Petty cash fund
	<u>N.J.A.C.</u> 6A:23A-16.12	Student activity funds
	<u>N.J.A.C.</u> 6A:23A-16.13	School store business practices

<b><u>Cross References:</u></b>	*3250	Income from fees, fines, charges
	*3400	Accounts
	*3451	Petty cash funds
	*3453	School activity funds
	*3571.4	Audit
	*5136	Fund-raising activities

\*Indicates policy is included in the Critical Policy Reference Manual.