

Business/Non-Instructional Operations

Monies in School Buildings

Monies collected by school district employees and by student treasurers shall be handled with good and prudent business procedures, both to demonstrate the ability of school system employees to operate in that fashion, and to teach such procedures to students.

All monies collected shall be receipted and accounted for, and directed without delay to the proper person or location for deposit.

In no case shall monies be left overnight in schools except in safes provided for safekeeping of valuables, and even then no more than a few dollars should be kept, except for petty cash authorized under Board of Education Policy #3451. All school banks shall provide for making bank deposits after regular banking hours to avoid leaving money in school overnight.

Policy adopted: June 11, 2002
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Policy reviewed: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut