

Business and Non-Instructional Operations

Money in School Buildings

Money collected by school district employees and by student organizations 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 the students.

All money collected, over five dollars for a single item, shall be receipted and accounted for without delay. Sales for single items, under five dollars, shall have a daily summary accounting and reconciliation.

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

Legal Reference:

EDUCATION CODE

- 48933 Deposit or investment of student funds
- 48936 Additional uses of student funds
- 48937 Supervision and audit of student funds
- 48938 Trustee for funds of unorganized student body

Policy Adopted: September 1990
Policy Revised: 11/09