

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

FINANCES
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CASH IN SCHOOL BUILDINGS

All money collected by school district employees and by student organizations shall be deposited with the appropriate school office on a daily basis, where the money can be secured. Large amounts of cash or money orders held within each school office should be deposited into school district bank accounts as soon as reasonably possible. The cash box at each office is not to be used for anything but school related monies.

The Business Office is in charge of reviewing all money handling procedures for both school and activity funds. Personal checks may be cashed within a school office (at the discretion of the building administrator), in an amount not to exceed \$20.00.

The school district shall not be responsible for monies left in the school which are not deposited with the school office. In addition, the school district will not be held liable for personal money deposited within any of the school offices.