

**Non-Instructional Operations and
Business Services**

**Series
700**

Policy Title: **CASH IN SCHOOL BUILDINGS**

Policy # 702

The amount of cash that may be kept in the school building for any one day is sufficient for that day's operations. Funds raised by students are kept in the administrative office.

A minimal amount of cash is kept in the central administration office at the close of the day. Excess cash is deposited in the authorized depository of the school district.

It is the responsibility of the board secretary and/or business manager to determine the amount of cash necessary for each day's operations and to comply with this policy.

Adopted:

Revised: 6/08/94

Revised: 2/16/00

Review: 12/17/03

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