

## SCHOOL DISTRICT OF BAYFIELD

## CASH IN SCHOOL BUILDINGS

School employees and appointed students shall safeguard collected monies with good and prudent business procedures. Employees collecting monies are responsible for keeping an accurate accounting of these funds. Collected monies shall not be used for expenditures.

Under no circumstances shall monies be left unattended. Monies checked out of the vault for the day shall be in a locked cabinet unless in use. In addition, the staff member will lock the room door if he/she leaves the room. The club advisor will be present whenever vending machines are open and whenever cash boxes are in use. Employees and appointed students, of which there must be at least two, will deliver cash boxes and money envelopes to the business office no later than the end of each school day. No one other than business office staff shall remove monies from the school premises.

The business office will not release cash boxes to students without the express permission of the club advisor. There must be two students with the cash box at all times, if the advisor is not present. The business office shall receipt all funds and make bank deposits on a daily basis. All cash boxes and undeposited funds onsite shall be locked in the district vault. The Director of Buildings and grounds shall issue vault keys only to the athletic secretary and district office staff. If a vault key holder is not present at athletic events, the game manager shall lock all cash boxes in the referee's room.

APPROVED: April 14, 2008