

CASH IN SCHOOL BUILDINGS

The amount of cash that may be kept in the school building for any one day is sufficient for that day's operations. Revenues collected from school sponsored events shall be given to the Administrator in charge and retained in the school safe. It will be deposited in the authorized depository of the school district immediately the following morning.

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 superintendent or superintendent's designee to develop administrative regulations to determine the amount of cash necessary for each day's operations, to establish any necessary petty cash accounts, to determine how often deposits must be made and to comply with this policy.

Legal Reference: Iowa Code § 279.8.

Cross Reference: 701.1 Depository of Funds
704 Revenue

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