

## CASH IN SCHOOL BUILDINGS

**3450.**

### **CASH IN SCHOOL BUILDINGS 3450**

Monies collected by school employees and by student treasurers shall be handled in accordance with prudent business procedures. All monies collected shall be receipted, accounted for, and shall be deposited in the proper account without delay.

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

Approved 4/28/1981

Reviewed and no changes made 6/7/2016

Previous Policy Number: DJ

**3450.1.**

**GATE RECEIPTS AND ADMISSIONS 3450.1**

The principal of each school is responsible for the administration and supervision of all phases of school events for which an admission is charged. Adequate records shall be maintained to provide chronological and accounting data for subsequent review and analysis. Such receipts shall be deposited to the school's Student Activities Fund. The Board through the Superintendent shall establish the rate for admission fees to athletic contests.

**Cross Reference:**

Policy 3453 (Student Activities Fund)

Approved 4/28/1981

Amended 6/7/2016

Previous Policy Number: DD3

## Income from Student Fund-Raising Activities

### **3450.2.**

### **INCOME FROM STUDENT FUND-RAISING ACTIVITIES 3450.2**

Any school may on certain occasions choose to participate in a student fund-raising activity. The principal shall be responsible for the administration and supervision of all such activities in accordance with administrative procedures developed by the Superintendent.

All monies received shall be deposited in the school's Student Activities Fund.

#### **Cross Reference:**

Policy 3453 (Student Activities Fund)

Policy 4035 (Solicitations)

Approved 4/28/1981

Reviewed and no changes made 6/7/2016

Previous Policy Number: DD6