

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

SUBJECT: Funds at the Schools

A significant amount of funds in the form of cash and checks are handled directly at the schools. At the secondary level the Associated Student Body and its subdivisions collect and spend thousands of dollars per year. At all schools small amounts of general district funds are collected for sale of materials to pupils, vandalism, lost books, etc. Food Services collects many thousands of dollars at cafeterias and snack bars.

Proper procedures for the handling of, and accounting for, money at the schools serve two important purposes. First, loss of money is minimized and if loss occurs, responsibility can be pinpointed. Second, a good accounting system will provide information helpful to clubs, student bodies, and others in planning and carrying out their business.

Recordkeeping systems will vary within and among schools because of different organizations and purposes. However, so that any system will be meaningful and can be audited, any bookkeeping system to be used must have prior written approval by the Assistant Superintendent Business Services. Upon request, s/he will assist in setting up an acceptable system.

Funds not under the control of the Board of Education or its agents shall not be a part of any school fund handling system. Examples of such excluded funds are those of parent organizations and faculty associations. When an excluded organization makes a donation to the Associated Student Body the bookkeeper issues a receipt for the money to the donor.

Payment by check and credit card have become customary practices in conducting business today. In order to strive for greater efficiency and cost-effectiveness, and to protect the public interest, school accounting systems shall accommodate such transactions whenever possible, with proper receipts and deposits. However, personal check-cashing and/or cash advances on credit are specifically prohibited when school funds are involved.