

# **CASH IN SCHOOL BUILDINGS**

*Code* **DM Issued DRAFT/24**

The board directs all principals to make deposits of school monies on a daily basis at the end of each school day or after a school event. The principal may make arrangements with local banks for night depository privileges and use these facilities when necessary.

Teachers and other staff members who come into possession of cash in connection with school activities will not leave the money unattended. As soon as is possible, and no later than the end of the school day, staff members in possession of cash shall turn it over to the principal's office for safe-keeping and proper accounting.

Principals, teachers, or other staff members who do not abide by this policy will be responsible for any loss incurred as a result of their failure to make a timely deposit and may be subject to further disciplinary action.

Adopted ^