

Business/Non-Instructional Operations

Monies in School Buildings

Monies collected by school district employees and by student treasurers shall be handled with good and prudent business procedures and consistent with any recommendations of Town auditors. Such practices shall be utilized both to demonstrate the ability of school system employees to operate in that fashion, and to teach such procedures to students.

All monies collected shall be receipted and accounted for and directed without delay to the proper person or location for deposit.

In no case shall monies be left overnight in schools except in safes provided for safekeeping of valuables, except for petty cash authorized under Board of Education Policy #3451. All school banks shall provide for making bank deposits after regular banking hours to avoid leaving money in school overnight.

Legal Reference: Connecticut General Statutes

7-392 Making of audits and filing of statements
10-237 School activity funds

(cf. 3451 – Petty Cash Funds)

Policy adopted: June 11, 2002
Policy revised: June 10, 2008
Policy reviewed: February 25, 2014
Policy revised: June 7, 2022

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut