



# Policy of the Board of Trustees

**D Series**

**DM**

## **CASH IN SCHOOL BUILDINGS**

Monies collected by the Principal shall be handled with good and prudent business procedures. All monies collected shall be receipted, accounted for, and forwarded to the North Country Charter Academy Business Manager for deposit. All copies of deposit transactions will be given to the Principal and signed off for approval.

In no case shall monies be left overnight in schools, except in safes provided for safekeeping of valuables, and even then not to exceed more than a few dollars. The North Country Charter Academy shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.

*1st Reading: October 20, 2011*

*2nd Reading: December 15, 2011*

*Adoption: January 24, 2012*

*Proposed Reconsideration: January 2016*