

<b>SCHOOL DISTRICT OF GREEN LAKE POLICY</b>	<b>664 – Cash in School Buildings</b>
	<b>Fiscal Management</b>

**664 – Cash in School Buildings**

Monies collected by School District employees and by student treasurers will be handled with good and prudent business procedures, both to demonstrate the ability of school system employees to operate in that fashion and to teach procedures to students.

All monies collected will be receipted, accounted for, and directed without delay to the proper location for deposit. The District will keep complete records of all transactions for purposes of supporting audits

In no case will monies be left overnight in schools except in an area designated for valuables by the Superintendent.

1<sup>st</sup> Read: 09/12/2012  
2<sup>nd</sup> Read: 10/10/2012

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**Adopted:** September, 2001