

CASH IN SCHOOL BUILDINGS

All money collected by the schools for the various funds and activities shall be remitted in total on a daily basis to the School Board Secretary on transmittal forms provided by the Business Office.

Each building principal shall designate an individual who is responsible for the transfer of money to the School Board Secretary.

The School Board Secretary shall be responsible for depositing all money collected into the District's bank depository.

Petty Cash:

Petty cash accounts may be established in each of the buildings by the District Business Manager. Administrative rules and procedures developed by the Business Office will govern the use of the petty cash. Generally accepted accounting principles will be used to operate the petty cash accounts.

Legal Reference: Iowa Code § 279.8 (2011).

Cross Reference: 701.1 Depository of Funds
704 Revenue

Approved: January 8, 1996

Reviewed: April 11, 2005; January 14, 2008

Revised: March 18, 2002; November 12, 2012