

POLICY

3450 MONEY IN SCHOOL BUILDINGS

All funds from athletic events or other activities of pupil organizations collected by school district employees and by pupil treasurers under the auspices of the board shall be handled and accounted for pursuant to prudent business procedures and rules of the state board of education.

The principal/designee shall be responsible for the receipt of all funds collected in his/her school and shall administer an accounting system for all such moneys which will be forwarded to the business office for review and deposit.

In no case shall money be left overnight in schools except in the school safe provided for safekeeping of valuables.

Legal References:

- N.J.S.A. 18A:17-34 Receipt and disposition of moneys
- N.J.S.A. 18A:19-13 Petty cash funds
- N.J.S.A. 18A:19-14 Funds derived from pupil activities
- N.J.S.A. 18A:23-2 Scope of audit
- N.J.A.C. 6A:23A-16.8 Petty cash fund
- N.J.A.C. 6A:23A-16.12 Student activity funds
- N.J.A.C. 6A:23A-16.13 School store business practices

Cross References:

- 3250 Income from fees, fines, charges
- 3400 Accounts
- 3451 Petty Cash Funds
- 3453 School Activity Funds
- 3571 Financial Reports
- 3571.4 Audit
- 5136 Fund-Raising Activities
- 6145.4 Public Performances and Exhibitions

First Reading: August 26, 2010

Second Reading: September 9, 2010

Adopted: September 9, 2010