

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

FISCAL MANAGEMENT

**MANAGEMENT OF FUNDS
TYPES OF FUNDS**

MONIES IN SCHOOL BUILDINGS

664

The Board of Education establishes a policy that all monies collected by district employees or student treasurers are considered district funds and shall be receipted and promptly deposited in district depository banks. Monies shall be managed in a prudent manner to ensure security. No money should be left in staff member's office or rooms overnight.

Principals who experience substantial receipts of money on a daily basis will make arrangements for deposits with the business office each day. This will prevent the storing of large accumulations of cash during off-school hours.

1st Reading: July 14, 2008
2nd Reading: August 11, 2008
Adopted: August 11, 2008