

CASH IN SCHOOL BUILDINGS

Monies collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All monies collected shall be receipted, accounted for, and directed without delay to the proper location of deposit.

In no case shall monies be left overnight in schools, except in safes provided for safekeeping of valuables. Large sums of money should be deposited in the designated bank or placed in the bank night deposit if after regular banking hours.

It is the policy of the district that employees not keep any money in their desks and that, insofar as possible, no money is to be kept in the school safe or anywhere about the premises. If occasions occur where money is on hand at night, other safety arrangements should be made. All school should keep cash reserves to a minimum and use the board-approved system when possible to ensure that funds are deposited promptly.

Employees should keep money and purses in a safe place during school hours. Money must not be left in the classroom overnight. The school is not responsible for funds that may be stolen under such circumstances.

The Board of Directors shall procure and maintain insurance, in reasonable amounts, based on the exposure to losses at various locations, and in order to protect against the loss of money, securities, and checks by actual destruction, disappearance or wrongful abstraction from within all premises and also while off any premises.

LEGAL REFERENCE: Code of Iowa, Sections 85.2; 279.12; 279.28; 285.5(6); 285.10(6); 517A.1; 613A.7

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MAQUOKETA VALLEY COMMUNITY SCHOOL DISTRICT
DELHI, IOWA 52223