

POLICY 3340  
MONIES IN SCHOOL BUILDINGS

The Assistant Superintendent of Business Services shall be responsible for accounting for all monies under the direct control of the School Board in all schools and departments.

Monies in District buildings shall be accounted for in accordance with established procedures. Deposits will be made in depositories designated by the Board.

LEGAL REF.: Wisconsin Statutes  
                  Sections 115.28(13) [Uniform financial fund accounting]  
                                  120.16(5) [Board treasurer duty; receive and deposit district funds]

CROSS REF.: 3121 Financial Accounting  
                  3124 Annual Financial Audit  
                  3280 Student Fees  
                  3310 Depository of Funds  
                  3321 Student Activity Funds  
                  WUFAR Accounting Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 9, 1991

REVISED: October 28, 2003  
                  December 18, 2007

RULE 3340  
MONIES IN SCHOOL BUILDINGS

All School District monies collected in excess of \$250 shall be deposited within 24 hours in designated depositories. Monies in excess of \$200 shall not be left in the schools or departments over the weekend.

Schools that are managing their own activity accounts that have activity funds collected in excess of \$250 shall be deposited within 24 hours in their designated depository. The principal shall be responsible for any expenditure of these funds.

Deposit pickup delivery service shall be available for the transmittal of bank deposits. All monies collected shall be receipted according to established procedures.

Principals and other District department administrators shall be responsible for informing all personnel under their supervision of established District procedures to be used in the handling of monies in the schools.