

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 and deposit of all funds collected in his/her school and shall administer an accounting system for all such moneys.

In no case shall money be left overnight in schools except in the school safe provided for safekeeping of valuables. Money left overnight in a school safe shall be brought to the Board Office for deposit on the next business day. All money must be deposited by the board secretary within 48 hours.

Lost money shall be replaced by the person responsible.

Adopted: November 11, 2002
Revised: November 13, 2006
Revised: March 12, 2012

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:23-2.9 Petty cash fund
N.J.A.C. 6A:23-2.14 Student activity funds
N.J.A.C. 6A:23-2.15 School store business practices