

Lancaster Community School District

Fiscal Management

CASH IN SCHOOL BUILDINGS

Cash collected in the District schools for various purposes shall be promptly receipted and deposited in the bank, in accordance with established procedures.

While small amounts of cash may be kept overnight in school safes or vaults, the District's policy is to make daily deposits in the bank, as necessary. When time does not allow preparation of a regular deposit into the bank account, monies are to be placed in the night depository of the bank, and the regular deposit is to be made the next following business day.

LEGAL REF.: Sections 120.12(2) Wisconsin Statutes
 120.16(2)

CROSS REF.: 660, Funds Management
 661, Depository of Funds
 662.1, Student Activity Funds Management

APPROVED: