

Hampton School District Policy

Section: D
Code: DM
Title: Cash in School Buildings
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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 deposited daily.

In no case shall monies be left overnight in schools, except in safes provided for safekeeping of valuables, and even then, not to exceed more than a few dollars. All vending machines shall be emptied of cash daily. All schools shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight. This policy shall be well-publicized to deter burglary attempts.

INSURANCE: The School Board 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.

Adopted: **DATE:** May 5, 1986, September 14, 2010
Reviewed: August 2010
Revised: September 20, 2004
Cancellation: