

**CASH IN SCHOOL BUILDINGS**

All monies collected during the day for any purpose shall be turned in to the office as soon as possible, properly receipted and kept in locked safes provided for safekeeping of valuables. Accounting to the Business Manager for monies collected shall be done daily and all monies shall be promptly deposited in the proper account.

In no case shall large amounts of money be left overnight in schools. All schools shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- HEAC, Management of Student Activities Funds

**End of Apple Creek School District Policy HEBB ..... Adopted: Jan 20, 2018**

[06/16]