

Guidelines for Cash in the Buildings

Each building administrator will complete a cash (includes checks) deposit plan form and submit it to the superintendent. The form must be submitted two weeks before the start of each new school year. The form must list a plan for routine operations and for other activities. Each activity that is unique (athletic events, dances etc.) must have a plan. The superintendent will review the form and either approve or request modifications. When a plan is approved any deviation from the plan is considered a violation of district policy.

**Cash Deposit Plan Form
Routine Operations**

School _____

School Year _____

How often will cash be deposited _____

If frequency is not daily then estimate amount of cash in the building _____

Please describe where in the building cash will be kept _____

**Cash Deposit Plan Form
Other Activities**

Activity Description:

Provide a brief description of the money handling procedures addressing issues of security and amount verification.

When will cash be deposited _____

If the deposit is not made after the event then estimate amount of cash in the building _____

Please describe where in the building cash will be kept _____

Submitted by: _____ Date _____

Approved by _____ Date _____

Attached Supporting plan documentation for all activities