MONEY IN SCHOOL BUILDINGS

Monies collected by school district employees and by student treasurers, shall be handled with prudent business procedures, both to demonstrate the ability of school system employees to operate in that fashion, and to teach such procedures to our students.

All monies collected shall be receipted and accounted for and directed without delay to the proper location of deposit.

The Superintendent, or his designee, is directed to develop regulations which will adequately inform employees of the proper procedure to be followed and of the necessity of following them.

Adopted: November 9, 1987

Revised: March 15, 2004

MONEY IN SCHOOL BUILDINGS

School Funds: School money is not to be left in the classroom. Deposits to the Activity Fund are to be turned into the office each day as soon as possible. A special deposit envelope is to be used when making a deposit. This envelope becomes your receipt.

Activity Fund Management:

1. All receipts must be deposited to the High/Middle School Activity Funds and checks drawn to pay bills. All bills should be paid as soon as possible.

2. Each club/activity/organization/class that has an account in the High/Middle School Activity Funds must maintain an accurate account ledger reflecting all transactions.

3. Check requisitions for payment of bills by the Activity Fund Account must have the bill or invoice attached and put in the Activity Director's mailbox for approval. In those cases where it is impossible to acquire an invoice, give a detailed explanation of expenditure. An example would be paying of officials.

4. Students should have a note from the sponsor authorizing the student to charge to the Senior High Account and instructions on how it should be billed. Be sure to identify your activity name and number.

5. Large expenditures of organizational activity funds must have approval of the Principal/Activity Director prior to purchase.

6. Staff members responsible for an activity account must take the necessary actions to operate within a balanced budget.

EXPENDITURES

Supplies and materials will be issued only upon presentation of properly completed requisitions.

Any materials or supplies purchase by any teacher without proper authorization will be that individual's own responsibility.

Each purchase or charge, whether for an activity account or school district account, must be signed by the person authorized to make the purchase or charge and a duplicate copy of the purchase or charge slip sent to the office authorizing the purchase or charge.

FREMONT PUBLIC SCHOOLS
Fremont, Nebraska