

**CASH IN SCHOOL BUILDINGS**

It shall be the policy of the Board that principals and other school personnel shall establish necessary precautions to ensure the safekeeping of all monies under their control.

All funds collected will be receipted, accounted for and deposited properly.

Funds shall be held in the vault in the main office of each District School Building. Under no circumstances shall funds be left in classroom areas or desks. The District will not be responsible for funds left unprotected.

All funds, whether District or extra classroom funds, shall be deposited prior to the close of school each week. Only authorized personnel designated by the building administrator shall be allowed in the main office vault.

Ref: Education Law §§1709(29)  
8 NYCRR §170.4

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