

All who oversee or perform transaction involving money and goods should adhere to the attached list of recommended practices.

### **HANDLING OF CASH**

The most basic obligation of all is the proper handling of cash (currency or coins). Whenever a person representing your school accepts the responsibility for receiving cash, for any reason, that person must be accountable for the prompt receipting, counting, and depositing of the cash into appropriate bank accounts.

It is best if money received is counted by two people, with both signing the deposit slip.

If the money is to be handled by a building treasurer, then a numbered receipt should be issued to the person transferring the money, with a copy retained in the school office.

Money collected should be carried to the bank or Accounts Payable office and again receipted. All people in a position to receive money must be informed that they should observe the following:

**-DO NOT store money in desks, file cabinets, etc.**

**-DO NOT take money home**

**-DO NOT deposit money in a personal account**

**-DO NOT send money through the courier**

Anyone ignoring these basic rules regarding the proper accounting and safeguarding of cash is needlessly exposing themselves, your school and the Board of Education to risks. It should be made clear that such rules and procedures do not imply a lack of trust. Rather they protect all those involved against potential claims of misconduct or other offenses.