

BP813

DEPOSIT OF FUNDS

All income payable to the Board of Education will be deposited with county trustee, who will credit it to the appropriate account.

All monies collected at the building level must be cleared through the principal's office.

The principal or his/her designee shall deposit funds daily if possible, but no later than three working days after being received. Deposit slips will be filed along with other permanent records. Each deposit slip must show the various receipt numbers. The total amount of deposit shall be shown on the last receipt deposited.

Monies collected at the building level must be deposited to no more than three bank accounts:

- *General school fund/restricted accounts;
- *School food service; and/or
- *Savings.

July 12, 1999