

**Money in School Buildings**

Money collected by district employees and by student organizations shall be handled with good and prudent business procedures.

All student body money collected shall be properly receipted and deposited in accordance with the guidelines established for Student Body Fund be properly receipted using a Board of Education Receipt.

In no case shall money collected be left unattended. After money has been collected and properly receipted it shall be placed in a vault or a safe for safe-keeping until the next deposit is to be made. This means that money kept on hand until the next deposit shall not be used to make change or used for petty cash.

Legal Reference:

EDUCATION CODE

48933 Deposit or investment of student funds

48936 Additional uses of student funds

48937 Supervision and audit of student funds

48938 Trustee for funds of unorganized student body

Policy FRESNO UNIFIED SCHOOL DISTRICT

adopted: June 23, 1994 Fresno, California