

**BOARD AGENDA ITEM  
November 15, 2016**

**SUBJECT:**

Changes to Policy DM Cash in School Buildings

**BACKGROUND:**

This policy establishes the structure for dealing with cash in school buildings and sets overnight cash limits.

**ADMINISTRATIVE CONSIDERATION:**

The proposed policy update brings Policy DM in line with the current administrative structure.

**RECOMMENDATION:**

Approve the proposed changes on first reading

**ATTACHMENT:**

Policy DM Cash in School Buildings

**PREPARED BY:**

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## CASH IN SCHOOL BUILDINGS

Code **DM** Issued **2/12**

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Purpose: To establish the basic structure for dealing with cash in school buildings.

No money may be left in school buildings overnight except in a locked depository that the principal has made available for that purpose. No more than \$200 may be kept in school buildings overnight. The chief financial officer, appropriate ~~academic officer~~ executive director, or other designated administrator may authorize schools and ~~area bookkeepers~~ to maintain petty cash accounts not to exceed \$200. The district office may maintain a petty cash account of \$300.

The board directs all principals to make deposits of school monies on a daily basis at the end of each school day or after a school event. The principal may make arrangements with local banks for night depository privileges and use these facilities when necessary.

Principals who do not abide by this policy will be responsible for any loss incurred as a result of their failure to make a timely deposit and may be subject to further disciplinary action.

Adopted 1974; Revised 8/20/85, 1/10/95, 10/9/01, 2/7/12