

MONEY IN SCHOOL BUILDINGS

All funds from athletic events or other activities of pupil organizations collected by school district employees and by pupil treasurers under the auspices of the board shall be handled and accounted for pursuant to prudent business procedures and rules of the state board.

The principal/designee shall be responsible for the receipt and deposit of all funds collected in his/her school and shall administer an accounting system for all such moneys.

In no case shall money be left overnight in schools except in the school safe provided for safekeeping of valuables.

Lost money shall be replaced by the person responsible.

Date: MARCH 11, 1997

**Legal References:**

N.J.S.A. 18A:17-34 Receipt and disposition of moneys  
N.J.S.A. 18A:19-13 Petty cash funds  
N.J.S.A. 18A:19-14 Funds derived from pupil activities  
N.J.S.A. 18A:23-2 Scope of audit  
N.J.A.C. 6:20-2A.8 Petty cash fund

**Cross References:**

3250 Income from fees, fines, charges  
3293 Depositories  
3400 Accounts  
3451 Petty cash funds  
3453 School activity funds  
3571 Financial reports  
3571.4 Audit  
5136 Fund-raising activities  
6145.4 Public performances and exhibitions

\*Indicates policy is included in the Critical Policy Reference Manual.