

# DM Cash Management in Schools

File: DM

## CASH MANAGEMENT IN SCHOOLS

As a prudent policy to discourage theft and to have funds safely deposited at a bank, no money shall be kept overnight in schools except in a locked depository that the building administrator has made available for the purpose. All money collected by a teacher or other adult during school hours shall be promptly transmitted to the office for safekeeping. Athletic game funds shall be placed in a secure depository and deposited at the bank as soon as possible.

All other school sponsored or other groups raising money shall have arrangements for the security and deposit of funds.

In the event that money is stolen from desks or cabinets or elsewhere in the school buildings, RSU 1 and/or its Board cannot be held liable for the loss.

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