

Etowah City Board of Education

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| Monitoring: Review: Annually, in January | Descriptor Term: Deposit of Funds | Descriptor Code: 2.500 | Issued Date: 09/22/08 |
| | | Rescinds: 460/487 | Issued: 1992 |

1 *Central Office*

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3 All income payable to the Board will be deposited with the city trustee, who will credit it to the ap-
4 propriate account.

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

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8 The principal shall deposit funds daily if possible, but no later than three (3) days after being received.
9 Deposit slips will be filed along with other permanent records. Each deposit slip must show the various
10 receipt numbers. The total amount of deposit shall be shown on the last receipt deposited.¹

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12 Only minimal amounts of money shall be left overnight in the schools and they must be kept in the
13 locked vault.

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

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17 1. General School Fund/Restricted Accounts;
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19 2. School Food Service; and
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21 3. Savings.

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39 Legal References:

- 40 1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-1; Section 6-1
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