

# Hardeman County Board of Education

Monitoring:  Review: Annually, in January	Descriptor Term:  <b>Deposit of Funds</b>	Descriptor Code: 2.500	Issued Date: 01/10/13
		Rescinds: DG	Issued: 12/16/99

- 1 Central Office
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- 3 All income payable to the Board will be deposited with the county trustee, who will credit it to the
- 4 appropriate account.
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- 6 Individual Schools
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- 8 All money collected at the building level must be cleared through the principal's office.
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- 10 The principal shall deposit funds daily if possible, but no later than three (3) days after being received.
- 11 Deposit slips will be filed along with other permanent records. Each deposit slip must show the
- 12 various receipt numbers. The total amount of deposit shall be shown on the last receipt deposited.<sup>1</sup>
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- 14 Monies collected at the building level must be deposited to no more than three bank accounts:
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- 16 1. General School Fund/Restricted Accounts;
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- 18 2. School Food Service; and
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- 20 3. Savings.
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36 Legal References:  
37 1. Tennessee Internal School Uniform Accounting Policy Manual; Section 4-1; Section 6-1  
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