

Obion County Board of Education

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| Monitoring: Review: Annually, in January | Descriptor Term: Deposit of Funds | Descriptor Code: 2.500 | Issued Date: 11/03/03 |
| | | Rescinds: Sec. 10D | Issued: 06/27/99 |

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 with the exception
9 of Food Service Funds. School Food Service Funds will be collected and deposited by Food Service
10 manager in accordance with the Tennessee Internal Accounting Manual.

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

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

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18 1. General School Fund/Restricted Accounts;
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20 2. School Food Service; and
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22 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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