

# Franklin Special Board of Education

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|--|--|----------------------------------|---------------------------------|
| Monitoring:<br><br><b>Review: Annually,<br/>in January</b> | Descriptor Term:<br><br><b>Depository of Funds</b> | Descriptor Code:<br><b>2.500</b> | Issued Date:<br><b>09/14/98</b> |
|  |  | Rescinds:<br><b>DG</b>           | Issued:<br><b>03/22/93</b>      |

- 1 All money collected at the building level must be cleared through the principal's office.  
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3 The principal shall deposit funds daily if possible, but no later than three (3) days after being received.  
4 Deposit slips will be filed along with other permanent records. Each deposit slip must show the various  
5 receipt numbers. The total amount of deposit shall be shown on the last receipt deposited.<sup>1</sup>  
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7 Monies collected at the building level must be deposited to no more than three bank accounts:  
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9 1. General School Fund;  
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11 2. School Food Service; and  
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13 3. Savings.  
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31 Legal Reference:  
32 1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-1; Section 6-1  
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