

Depository of Funds
(and Receipt and Deposit of Money)

DISTRICT OFFICE

A. Receipts

Any district office (i.e., central office) authorized to receive money will issue a pre-numbered receipt at the time of the receipt of the check, money order or currency.

B. Deposits

1. Deposits should be made on a weekly basis.

C. Depositories

Deposits of money collected by any district office will be made only at banks or other depositories approved by the Board of Education and subsequently designated by the treasurer of the district. The designated bank is the Mancos Valley Bank unless otherwise noted.

SCHOOLS

A. Fees and Fines

1. The administrative assistant's office will issue a pre-numbered receipt for all fines or fees collected and will deposit such money in the district activity fund.
2. No later than the first day of the month following that in which such money was collected, the school will forward to the district business office a summary of all such deposits.

B. Money from School Activities

All moneys derived from any school-sponsored activity including but not limited to athletics, dramatics, grade or class projects or student clubs or organizations and from gifts or donations from any person in support of any such activity will be collected, accounted for and deposited under the supervision of the treasurer of the Board of Education in such manner as may be prescribed or directed by the Board and will be expended for such purposes and in such manner as may be approved and directed by the Board.

A detailed report of such accounting will be made available to the Board for the general public. Such copy will be available in the office of the principal during ordinary office hours.

- a. The administrative assistant's office at each school will issue a pre-numbered receipt for all such moneys collected and will deposit such money in the school's activity fund.
- b. In cases where small amounts are collected from a number of students, one receipt may be written for the total amount collected for the project and some reasonable explanation entered on the receipt indicating the nature and purpose of the amount collected.

C. Deposits

1. Deposits should be made to the bank or the Central Office on a weekly basis.

D. Depositories

Deposits of money collected from fees, fines or any school activities will be made only at banks designated by the treasurer of the district. The designated bank is the Mancos Valley Bank unless otherwise noted.

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