

SAYDEL COMMUNITY SCHOOL DISTRICT

CASH IN SCHOOL BUILDINGS

The amount of cash, other than change funds for athletics/activities, and checks that may be kept in district facilities for any one day will not exceed the following limits. Funds are to be deposited when:

| | |
|---------------------|---|
| High School: | cash exceed \$2,500 or at least weekly |
| Middle School: | cash exceed \$500, or at least weekly |
| Elementary Schools: | cash exceed \$100, or at least weekly |
| District Office: | cash exceed \$2,500, or at least weekly |

It is the responsibility of external organizations (PTO, Booster Clubs, etc.) to get approval before securing funds at school sites. The District is not responsible for the security of cash from external organizations.

Funds raised by students will be kept in the office safe at all times and follow the same guidelines listed above.

Legal Reference: Iowa Code § 279.8 (2013).

Cross Reference: 701.1 Depository of Funds
704 Revenue

Approved: May 19, 1997

Reviewed: November 2017

Revised: December 2017