



4.40.032-AD Student Body Funds – Procedures

(1) Custody of Money.

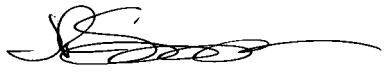
- (a) Necessary and proper precautions should be taken for the safeguarding of large amounts of money that are handled in the schools during the opening weeks of school. Deposit vaults should not contain large amounts of money and should not be left unlocked. Bookkeepers or other adults in charge of the depository area should not leave the area without first locking the depository and making certain that keys are properly accounted for.
- (b) All monies collected in connection with student activities and programs shall be deposited daily at the high school level and weekly at the elementary and middle school levels unless accumulated funds reach \$500 in which case deposits are required that day.

(2) Funds — Transfer.

- (a) When a new high school in the district is opened and a substantial segment of the students from another high school are transferred to the new school, an equitable portion of the existing high school's student body funds may also be transferred to the new school's student body fund.
- (b) Authorization of the transfer shall be obtained by action of the existing high school's student body voted upon by its members in accordance with such rules and bylaws as exist for its government and the government of its members.

Policy Implemented: 4.40.030-P

History: Adpt. 6/71; Amd. 9/01/02

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Approved:	
	9/01/02
_____ Superintendent	_____ Date