

MONEY IN SCHOOL BUILDINGS

All funds from athletic events or other activities of pupil organizations collected by school district employees and by pupil treasurers under the auspices of the board shall be handled and accounted for pursuant to prudent business procedures and rules of the state board of education.

The principal/designee shall be responsible for the receipt and deposit of all funds collected in his/her school and shall administer an accounting system for all such moneys.

In no case shall money be left overnight in schools except in the school safe provided for safekeeping of valuables.

Lost money shall be replaced by the person responsible.

**Date:**            **Reviewed: May 17, 2000; May 15, 2002; February 16, 2011**  
                      **Readopted: May 17, 2000; January 21, 2004; April 13, 2011**

Legal References:    Use legal reference sheet.

Cross References:    List your appropriate policies. See legal reference sheet for possibilities.

Key Words

Money in School Buildings, Pupil Organizations, Athletic Funds

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Legal References

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**Other Reasons:**

It is advisable to have a policy on keeping money in the schools and naming an authority responsible for its disposition.

N.J.S.A. 18A:23-2 requires that funds collected from athletic events and other activities of pupil organizations are included in the district's annual audit.

**Recommendation:**

A policy as outlined above.

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:17-34	Receipt and disposition of moneys
	<u>N.J.S.A.</u> 18A:19-13	Petty cash funds
	<u>N.J.S.A.</u> 18A:19-14	Funds derived from pupil activities
	<u>N.J.S.A.</u> 18A:23-2	Scope of audit
	<u>N.J.A.C.</u> 6A:23-2.9	Petty cash fund
	<u>N.J.A.C.</u> 6A:23-2.14	Student activity funds
	<u>N.J.A.C.</u> 6A:23-2.15	School store business practices

**Possible**

<b><u>Cross References:</u></b>	*3250	Income from fees, fines, charges
	3293	Depositories
	*3400	Accounts
	*3451	Petty cash funds
	*3453	School activity funds
	3571	Financial reports
	*3571.4	Audit
	*5136	Fund-raising activities
	6145.4	Public performances and exhibitions

\*Indicates policy is included in the Critical Policy Reference Manual.

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