

CASH IN SCHOOL BUILDINGS

Funds such as cash and checks, neither school nor personal, should not be left in school building overnight. All moneys collected at schools for whatever purpose should be deposited as soon as possible. When it is necessary to store funds overnight they should be locked in a fire proof safe or a locked fire proof file cabinet.

Adopted: July 8, 2008

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-89, 22.1-94, 22.1-116, 22.1-117, 22.1-122, and 22.1-122.1

Cross Refs.: DA Management of Funds
DG Custody and Disbursement of School Funds
DGC School Activity Funds

WPS Activity Fund - Policies & Procedures Manual For Teachers &
Bookkeepers