

Guidelines for Handling School Funds

As a teacher and/or sponsor of a particular extracurricular school club or activity, it may be necessary for you to collect and receive money from students in your class(es) or extracurricular club/activity. Before any money is solicited from students or parents, administration must give formal approval of the activity.

The following are the School's policies that must be adhered to when handling these monies:

1. Written receipts should be prepared in duplicate and a copy issued to the individual from whom monies over \$1.00 are received.
2. Teachers and sponsors are responsible for keeping duplicate receipt copies and turning them in to the School Operations Manager when funds are submitted for deposit. Receipts should be accurate and filled out completed (name, date, and amount). If a mistake is made in preparing a receipt, both copies are marked "VOID", and a new receipt should be made.
3. Report any stolen or missing funds in writing to the Principal and to the School Operations Manager as soon as it is discovered. Keep a copy for your records.
4. On a regular basis, check the status or balance of your account/fund and report in writing to administration any suspected discrepancies. No checks shall be drawn on a school fund account without a balance sufficient to cover the check request or without proper authorization.
5. If, any reason, question, suspicion, or concern arises relative to the collection, handling, or depositing of school funds, contact the Finance Manager immediately.

Club, Activity, or Class Level

Printed Name of Teacher/Sponsor

Date

Signature of Teacher/Sponsor

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| <p>This form must be completed and submitted to the human resource office to be kept in the employees' personnel file at the beginning of each school year by all employees.</p> |
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