

COLLECTION OF MONIES

THE PRINCIPAL SHALL BE RESPONSIBLE FOR ALL MONIES COLLECTED AND DEPOSITED WITHIN HIS/HER SCHOOL BY SCHOOL PERSONNEL AND SHALL SUBMIT AN ACCOUNTING OF SUCH MONIES TO THE OFFICE OF THE SUPERINTENDENT IN ACCORDANCE WITH ACCEPTED BUSINESS PROCEDURES.

AUTHORITY: F.S. 230.22 (1) (2)

POLICY ADOPTED: 2/12/70 ; 9/5/74

POLICY READOPTED: 9/7/93

RULES

1. The principal, or individual whom he/she may designate, shall be fully responsible for maintaining an accurate record as to whom Department Receipt Books, reports of monies collected, ticket sales reports, cash reports, etc., are issued.
2. These records shall be maintained for audit purposes.
3. Collections should be deposited with the principal's office currently.
4. Deposits to a depository must be made daily when warranted. If collections do not warrant daily deposit, then collections must be deposited within three (3) working days; the last working day of the week; and the last working day of the month.
5. A check can be declared uncollectable and written off the internal accounts by written action of the principal. This action will be taken only after every legal and reasonable effort at collection by the principal or his/her designee has been exhausted.