

**TYNGSBOROUGH PUBLIC SCHOOLS**

**POLICY**

**HANDLING/ACCOUNTABILITY OF CASH FUNDS**

All cash funds, regardless of their origin, will be counted and recounted by two separate, responsible persons and accompanied with a signed/dated deposit slip.

**PROCEDURE**

In order to protect the integrity of the school system and the personal/professional reputation of all involved in the accounting and deposit of all funds, and to comply with the accepted practices of the handling of cash funds, the Tyngsborough School Committee has adopted the following procedures:

1. All funds, regardless of how generated, will be collected and counted by a designated responsible person.
2. The designated person will count the money in a public accessible place in the presence of at least one other person and sign and date a deposit slip stating to the accuracy of the count.
3. The count will be repeated by at least one other person who will then sign/date the deposit slip.
4. Funds will then be deposited into the appropriate account or turned into the Treasurer's Office for deposit.
5. Detailed records of all signatures/deposits must be kept by the designated person.
6. Any transaction involving cash funds will be accompanied by an offer of a receipt or a numbered ticket.
7. The School Committee reserves the right to review the activity of all transactions at any time.

**APPROVED: SEPTEMBER 5, 2006**