Sparta Area School District

Article 154 - Safeguarding of Cash

Teachers shall not leave any school related money in their classrooms. Such funds are to be banked in the school office. Normal accounting procedures of all money handled shall be followed and receipts issued or requested.

Should it be impossible to make a regular deposit, the school office staff or other responsible person shall place all significant amounts of cash in the night depository of the Sparta Area School District's designated bank. Under no circumstances shall large amounts of cash be kept on School District premises over night. A significant amount of cash is defined as anything over a total of $125.00 for buildings with a vault, or anything over a total of $50.00 for those buildings that do not have a vault.

A teacher shall be responsible to repay the district for lost or stolen funds that were under their care and not deposited per board policy.

Legal Reference:

Cross Reference: Article 161 – Activity Funds
Article 209 – Specifications for Teachers

Approved:

Revised: August 23, 2005