

## **Business/Non-Instructional Operations**

### **School Activity Funds**

#### **Checking Accounts/Authorized Signatures**

Checks shall be drawn on approved vouchers only. The voucher shall be signed by the sponsor of the activity and the activity fund bookkeeper. Checks shall be drawn on approved vouchers and signed by the Principal as custodian of the funds, or by authorized designee. One signature is sufficient. No person shall sign checks whose signature is not on file at the bank.

Monies collected by school district employees and by student organizations shall be handled with good and prudent business procedures both to demonstrate the ability of school system employees to operate in that fashion, and to teach such procedures to the students.

All monies collected shall be receipted and accounted for and directed without delay.

In no case shall monies be left overnight in schools except in safes, and even then no more than \$150 (re: Petty Cash), should be kept. All activity funds sponsors shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.

(cf. 1324 - Soliciting Funds from and by Students)

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### **School Activity Funds**

All monies collected from school activities and sales are to be deposited in a local bank on a daily basis to minimize the possibility of loss at any school.

Night deposit bags constructed of heavy canvas, zippered with a lock, are available from local banks and are to be used for an ordinary night deposit or for overnight only safe keeping in emergency situations. Arrangements with local banks are to be made to secure a night deposit bag for each school.

Student Activity Funds will be audited periodically each year by the Finance Director.

Adherence to this regulation will become effective immediately to minimize exposure to monetary loss.

Legal Reference: Connecticut General Statutes

10-237 School activity funds

Regulation approved: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS  
East Hampton, Connecticut