

### **Cash In School Buildings**

Moneys collected by school employees will be handled according to good and prudent accounting procedures. All moneys collected will be receipted, accounted for, and directed without delay to the proper location of deposit.

In no case shall moneys be left overnight in schools, except in safes provided for safekeeping of valuables. When a large amount of moneys are received, provisions should be made for making banking deposits after regular banking hours in order to avoid leaving money in school overnight. Deposits shall be made a minimum of once a week or when the deposit is over \$500, whichever occurs first.

### **Insurance**

The Board of Education shall procure and maintain insurance, in reasonable amounts, based on the exposure to losses at various locations, and in order to protect against the loss of money, securities, and checks by actual destruction, disappearance, or wrongful abstraction from within all premises and also while off any premises.