



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

≈

Spring Green, Wisconsin 53588

≈

Phone: 608-588-2551

663

Cash in School Buildings

All money collected by school district employees and by student organizations shall be receipted, accounted for, and directed without delay to the proper location of deposit in the school office. It is prohibited to leave cash anywhere but in the secure location determined by each school building overnight. School buildings shall secure funds overnight prior to transferring funds to the business office.

Money collected shall be accounted for in accordance with generally accepted accounting practices, specific recommendations provided by the District's independent auditor, and established procedures, and shall be directed as soon as possible to the proper location of deposit.

LEGAL REF.: Policy #374 - Student Activity Funds Management
Policy #661 - Depository of Funds

Wisconsin Statutes 120.14 Audit of school district accounts

APPROVED: July 13, 1989
REVISED: April 14, 2022
APPROVED: May 12, 2022