



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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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** deposited with the school office. ~~Under no circumstances shall money be left in the classrooms overnight.~~ **It is prohibited to leave cash anywhere but in the secure location determined by each school building overnight. School buildings shall secure funds overnight in safes 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