

**Monies in School Buildings**

All funds received will be handled as follows:

1. Deposits are hand delivered by the school staff member responsible for the activity to the Board of Education Office. A Bethany Public School District (District) office staff member is required to count funds and confirm the amounts in front of the school staff member making the deposit. A pre-printed 2-part District Deposit Receipt is prepared with the following information:
  - a. Date of deposit.
  - b. Name of the person depositing funds.
  - c. Form of deposit (cash and/or checks).
  - d. Reason for the deposit.
  - e. Account in which to deposit funds.
  - f. Signature of person depositing funds.
  - g. Signature of the District office staff member that verified and received the funds.
2. One part of the form is given to the staff member. The original form is retained by the District office.
3. A bank deposit slip is then prepared and the funds are brought to the bank for deposit.
4. Deposited funds are recorded and filed with the appropriate fund designated specifically to benefit the students and the school.
5. Separate accounts and recording procedures are established to handle all non-student activities.
6. Separate procedures are established regarding non-governmental grant funds.

Regulation adopted: September 15, 2015

Regulation revised: January 8, 2019

Regulation revised: May 11, 2022

Source: BPSD