

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Concepts and Roles in Business and Non-Instructional Operations

Money in County Office of Education Facilities

Money collected by County Office of Education employees and by student organizations shall be handled with good and prudent business procedures established by the Superintendent.

All money collected shall be receipted, accounted for, and directed without delay to the proper location of deposit.

In no case shall money be left overnight except in safes provided for safekeeping of valuables. All facilities shall provide for making bank deposits after regular hours to avoid leaving money in school or facilities overnight.

Money turned in to the accounting department shall be deposited in the County Treasury.

Legal Reference:

EDUCATION CODE

48933 Deposit or investment of student funds

48936 Additional uses of student funds

48937 Supervision and audit of student funds

48938 Trustee for funds of unorganized student body