

FOSTER-GLOCESTER REGIONAL SCHOOL DISTRICT
GLOCESTER, RI

HANDLING OF MISCELLANEOUS SCHOOL FUNDS

PURPOSE:

This policy shall serve to set forth the process, procedures and expectations for the handling of revenues received at the local school building level which are not directly related to the student activity fund treasurer.

POLICY STATEMENT:

The Foster-Glocester Regional School District School Committee, in recognition of the fact that revenue from a variety of miscellaneous resources will be received at the building level, sets forth this Policy to direct its accounting.

POLICY GUIDELINES:

1. The Building Principal shall be responsible for the proper handling and accounting for all miscellaneous funds collected at the local school level except for those funds which are related to student activity accounts, which are to be handled by the Student Activity Fund Treasurer.
2. The Building Principal, or his/her designee under his/her direction, shall maintain complete records of all such funds collected, and will deposit them with the Student Activity Fund Treasurer within three (3) days of receipt. At the end of each month, a reconciliation report is sent to the District Treasurer.

Adopted: March 20, 1964

Revised: January 4, 2000