

School District of Lodi  
**Handling Money in School Buildings**

**No. 664**  
(A) 4-13-09  
(R) 10-12-15

Monies collected by school employees and by student treasurers shall be handled in accordance with good and prudent business procedures. Specifically, the following procedures shall be used when handling cash and checks in the schools:

1. All money shall be counted and turned into the building secretary by 4:00 p.m. each day. In the event cash collected from activities, which extend past normal office hours of the day shall be placed in a locked safe place whereby the money will be taken to the office safe immediately the next day.
2. All schools shall arrange with the Business Services Department for making bank deposits.
3. Staff members shall not leave any district funds in their desks or file cabinets.
4. Any district funds to be kept in the school's office overnight shall be placed in a safe.
5. Depositing Funds:
  - a. All coins shall be counted, but need not be placed in coin wrappers.
  - b. All currency shall be neatly bound with face side up.
  - c. All checks must be stamped for preparation with a "For Deposit Only" bank stamp.
  - d. A calculator tape or spreadsheet (with check number and amount) of the checks shall be included with the deposit.
  - e. Money shall be transported only in approved bank moneybags.
6. Money is not to be taken to or held at any staff member's residence.
7. All checks shall be made out to "The School District of Lodi". No check shall be made out to an individual staff member, coach or advisor.