

# Williamson County Board of Education



Adopted Date:  
3/15/04

2.500

DEPOSIT OF FUNDS

1 *Central Office*

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All income payable to the Board will be deposited with the county trustee, who will credit it to the appropriate account.

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7 *Individual Schools*

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Funds must be deposited within three days after the funds are received. When possible, school funds should be deposited on a daily basis. If the amount of funds on hand is large, the funds should not be kept in the school overnight. Night deposits may be necessary. Funds should never be left at a school overnight unless they are stored in a safe or vault.

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The total amount of deposit shall be shown on the last receipt deposited.

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Monies collected at the building level must be deposited to no more than three bank accounts:

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1. General School Fund / Restricted Accounts;

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2. School Food Service; and

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3. Savings.

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44 Legal Reference:

45 *Tennessee Internal School Uniform Accounting Policy Manual; Section 4-1; Section 6-1*

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