

## **Business/Non-Instructional Operations**

### **Monies in School Buildings**

Monies collected by school district employees and by student organizations shall be handled with good and prudent business procedures.

All monies collected shall be receipted and accounted for and directed to Business Services at the CREC Operations Center within one week of receipt. . A Deposit Form (the Escrow-Agency Deposit Slip) shall be used to record collections; one copy is to be kept by a designated school/program person and the original is to be forwarded with the monies to Business Services. The Deposit Form must include the signature of the principal/program director and the signature of the employee collecting the funds.

All copies of deposit forms shall be kept in the school/program's central office file. All monies collected shall be sent to Business Services for deposit into CREC authorized bank accounts. No monies collected shall be deposited in personal bank accounts of any kind nor should bank accounts be established under CREC's name by anyone other than CREC's Comptroller. CREC's Comptroller is the only person authorized to open new bank accounts and to maintain banking relationships with CREC-approved banking institutions.

Monies collected by staff shall only be maintained in a locked safe by the authorized personnel.

(cf. Policy 1314 – School/Program Based Fundraising and Contributions)

(cf. Policy 1314.1 – All Other Fundraising and Contributions)

(cf. Policy 6145.8 – Activity and Escrow Funds)

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