

The check blanks are to be prenumbered, and the person in charge shall account for each blank.

Depository For Internal Funds

The principal shall maintain an internal account in a bank approved by the Board as a depository for school funds.

Such bank account shall honor checks written on the internal fund and signed by, the principal and any other employee authorized by the Board.

Each employee authorized to handle funds or to sign checks shall be bonded.

No separate bank accounts shall be maintained by any school related organization except for organizations composed of parents and/or teachers.

Cash and other receipts shall be secured in the school office or deposited in the bank so that no funds will be taken home by an individual overnight.

Custodians of funds are authorized and directed to make use of night depository services offered by banks to take care of funds received after banking hours.

Cafeteria Funds

There shall be a separate cafeteria fund and all payments from said fund shall be made upon a separate order drawn by the school employee authorized to purchase food supplies.

The proper school cafeteria employee shall present each month to the Board for approval, a statement of receipts and expenditures.

Any balance of funds occurring from the operation of the cafeteria must be used only for the improvement or maintenance of the cafeteria and may not be used for other purposes.

The Department of Education shall prescribe regulations for the keeping of accounts and records, and the making of reports, by, or under the supervision of the Board.

<p>School Code 440.1, 504, 511</p> <p>Other Cites P.G. 808</p>	<p>Such accounts or records shall at all times be available for inspection and audit by authorized officials, and shall be preserved, for such period of time, not in excess of five years, as the Department of Education may lawfully prescribe.</p> <p>The accounts of the cafeteria shall be subject to examination by the auditors of the district in like manner as other accounts of the district.</p>
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