

CASH IN SCHOOL BUILDING

All monies collected during the day for any purpose shall be turned in to the office as soon as possible, properly receipted and kept in the locked safe in the office. All monies shall be promptly deposited in the proper bank account.

In no case shall large amounts of money be left in the school. The school will provide for making bank deposits of any funds over \$500.00 at least once per week.

End of Montpelier School Policy HEBB.....Amended: 09/11/2019