

CHAPTER 7.00 - BUSINESS SERVICES

FUNDS HELD OVERNIGHT

7.31*

- (1) An employee who fails to turn in funds each day may be held personally liable for any loss.
- (2) The maximum sum of money (currency, coins, checks, money orders, etc.) permitted to be kept at the school overnight shall not exceed \$1,000.00. This amount includes un-deposited internal funds, lunchroom receipts, petty cash, change funds, collections for the district, etc. Any funds kept in the school overnight shall be placed in an adequately secured location, such as in a locked vault or safe. As a sound business practice, locks and combinations should be changed periodically, especially following a change in key personnel.
- (3) The principal shall make arrangements for funds collected during the late afternoon or evening activities to be placed in a night depository. Sponsors, or any individual, should not be expected to have to safeguard funds but shall place such funds in a night depository. Under no circumstances should money be left on the school premises except as provided above.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43, 1010.20, F.S.

STATE BOARD OF EDUCATION RULES: 6A-1.001

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