

CASH RECEIPTS, GATE RECEIPTS, AND ADMISSIONS

P3402

Whenever possible, receipts collected for school-associated programs should be in check form. All payments from school-associated accounts must be by check only.

When it is necessary to handle cash receipts, they must be counted and turned over to the appropriate supervisor or Principal on the same day as collected for subsequent deposit on that day in the appropriate bank account.

Cash receipts or Petty Cash accumulation, which needs to be temporarily held in a school building, must be placed in a locked area accessible only to the supervisor or Principal. Cash should be placed in a safe, if available.

Receipts collected at events held after school hours should be counted, recorded, and deposited on the same day in a bank night depository.

Massachusetts General Law References:

M.G.L. 71:47 – Athletic Programs; School Organizations; Regulations

Policy Adopted: April 9, 2001
Policy Reviewed:
Policy Revised:

WESTFORD PUBLIC SCHOOLS
Westford, Massachusetts 01886