

MANCHESTER CITY SCHOOLS
Policy Manual

Descriptor Code: 2.500 Deposit of Funds
Issued Date: 07/26/99
Rescinds:
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All income payable to the Board will be deposited with the city recorder, who will credit it to the appropriate account.

All money collected at the building level must be cleared through the principal's office.

The principal shall deposit funds daily if possible, but no later than three (3) days after being received. Deposit slips will be filed along with other permanent records. Each deposit slip must show the various receipt numbers. The total amount of deposit shall be shown on the last receipt deposited.

Monies collected at the building level must be deposited to no more than three bank accounts:¹

- General School Fund;
- School Food Service; and
- Savings.

References:

1. [TISUAPM Section 4 Title 1](#)
[TISUAPM Section 6 Title 2](#)

Cross References