

SCHOOL SERVICE FUND

The Board of Education directs the establishment of a school fund for activities operated for the benefit of students and duly approved by the Board.

The Treasurer shall be responsible for the administration of the school fund. The fund will be audited annually and will be administered under appropriate accounting controls. The books of account will record income and expenses separately for each approved activity.

Procedures shall be established for the daily deposit of monies collected which require that no monies be left in a school overnight. The principal will be responsible for monies remaining in the schools overnight and not deposited with the Treasurer.

All payments for supplies, equipment, and services will be made in accordance with established purchasing procedures of the District.

R.C. 5705.12

Adopted (DATE)