

# Weakley County Board of Education



Monitoring:

Descriptor Term:

**Deposit of Funds**

Descriptor Code:

2.500

Issued Date:

8/2/2007

1

2 *Central Office*

3

4 All income payable to the Board will be deposited with the county trustee, who will credit it to  
5 the appropriate account.

6

7 *Individual Schools*

8

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

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11 The principal shall deposit funds daily if possible, but no later than three (3) days after being  
12 received. Deposit slips will be filed along with other permanent records. Each deposit slip must  
13 show the various receipt numbers. The total amount of deposit shall be shown on the last receipt  
14 deposited.<sup>1</sup>

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

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18 1. General School Fund, and

19 2. Savings.

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21 Bank accounts for individual activities will not be allowed.

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Legal Reference:

<sup>1</sup> *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-1; Section 6-1