

CASH RECEIPTS/REVENUE

The School District Treasurer will have custody of all District funds in accordance with the provisions of state law under the supervision of the Business Manager. The Treasurer will be authorized and directed by the Business Manager to invest the balances available in various District funds in accordance with regulations set forth in state law.

The District's accounting system shall provide for adequate control of all monies belonging to the District. The Treasurer's receipt numbers as well as the source and amount of the revenue shall be entered into the cash receipts journal. Revenue entries must be maintained on a gross basis.

District employees are personally responsible for all monies that they collect during the course of their assigned duties. Employees who receive monies on behalf of the District, other than the Treasurer, must issue prenumbered receipts in triplicate.

Ref: Education Law §1604(a) and 1723(a)
NYCCR 170.2(i)

Adoption date: March 5, 2013