

**BONDED EMPLOYEES AND OFFICERS**

All school employees will be covered by a blanket bond or appropriate insurance. Such employees are held personally responsible for funds which they collect during the course of their assigned duties and responsibilities.

All money including petty cash shall be kept in the school safe(s) overnight. The Superintendent of Schools shall inform all employees of their requirement and enforce this policy.

Monies should be deposited in the bank as soon as possible in accordance with Policy 6240.

Ref: Education Law §§1709(20-a); 1720; 2130(5); 2526

Adoption Date: 12/1/14