

## FISCAL MANAGEMENT

File: DG

### CUSTODY AND DISBURSEMENT OF SCHOOL FUNDS

All School Board funds except 1) money generated by school activities, and classified "school activity fund accounts," and 2) petty cash funds must be deposited with the Charlottesville City treasurer, who shall be in charge of the receipts, custody and disbursement of School Board funds and who must keep such funds in an account or accounts separate and distinct from all other funds. Checks must be drawn on the School Board account by the Charlottesville City Treasurer, Charlottesville, Virginia.

Disbursement of School Board funds shall be approved as provided in Policy DK Payment Procedures.

Adopted: June 19, 2008  
Revised: June 17, 2010  
Revised: June 30, 2015

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Legal References.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-116, and 22.1-122.1, and 22.1-123

8 VAC 20-240-10

Cross References.: DGC School Activity Funds  
DGD Funds for Instructional Materials and Office Supplies  
DJB Petty Cash Funds  
DK Payment Procedures