

## FISCAL MANAGEMENT

File: DM-R

### CASH IN SCHOOL BUILDINGS

1. All cash, collected by teachers or other staff members, shall be maintained in a locked container or room in the office.
2. All money shall be accounted for properly daily during the collection period and must be secured as soon as possible after collection but no later than the end of the day.
3. Any staff member who does not follow this regulation shall be responsible for the loss or theft of any money.
4. Specific procedures shall be located in the Finance Procedure Manual at each school site.

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Legal References: Code of Virginia, 1950, as amended, sections 22.1-68, 22.1-70,  
22.1-78

8 VAC 20-240-20

Cross References: DGC School Activity Funds