

# Lisbon School District

15 Newent Road  
Lisbon, CT 06351

3453

## Business / Non-Instructional Operations

### School Activity Funds

#### Checking Accounts / Authorized Signatures

Checks shall be drawn on approved vouchers only. The voucher shall be signed by the sponsor of the activity and the activity fund bookkeeper. Checks shall be drawn on approved vouchers and signed by the Principal as custodian of the funds, or by authorized designee. One signature is sufficient. No person shall sign checks whose signature is not on file at the bank.

Monies collected by school district employees and by student organizations shall be handled with good and prudent business procedures both to demonstrate the ability of school system employees to operate in that fashion, and to teach such procedures to the students.

All monies collected shall be receipted and accounted for and directed without delay.

In no case shall monies be left overnight in schools except in a locked secure place. All activity funds sponsors shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.

(cf.1324 – Soliciting Funds from and by Students)

Policy adopted: 11/29/10 – Lisbon Board of Education

**Lisbon Board of Education**