

Hamilton County Board of Education

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| Monitoring: Review: Annually, in January | Descriptor Term: Deposit of Funds | Descriptor Code: 2.500 | Issued Date: 12/16/04 |
| | | Rescinded: | Revised: 03/14/19 |

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2 *Central Office*

3 All income payable to the Board will be deposited with the county trustee, who will credit it to the
4 appropriate account.

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6 *Individual Schools*

7 All money collected at the school building level must be cleared through the principal's office and list
8 the source of revenue on the deposit slip.

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10 The principal or his/her designee shall deposit funds daily if possible, but no later than three (3) days
11 after being received. Deposit slips will be filed along with other permanent records. Each deposit slip
12 must show the various receipt numbers. The total amount of deposit shall be shown on the last receipt
13 deposited.¹

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15 Monies collected at the school building level must be deposited to no more than three bank account
16 types:

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18 1. General School Fund/Restricted Accounts;
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20 2. School Food Service; and
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22 3. Savings, certificate of deposits and insured money markets.
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37 Legal References:

- 38 1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-1; Section 6-1
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