

Wilson County Board of Education

Policy Description: Deposit of Funds	Policy Number: 2.500	Amended Date: 06/04/07
	Rescinds: 600.1	Issued: 09/03/92

1 **CENTRAL OFFICE**

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

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6 **INDIVIDUAL SCHOOLS**

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8 All money collected at the building level must be cleared through the principal's office.

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

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15 Monies collected at the building level must be deposited to no more than three bank accounts.

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17 1. General School Fund/Restricted Accounts;

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2. School Food Service; and

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3. Savings.

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