

HANDLING MONEY IN DISTRICT BUILDINGS/ACTIVITIES

Policy 664

Waunakee Community School District

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The administration, under the direction of the Director of Business Services and in consultation with the District financial auditor as needed, shall develop cash-handling procedures that are consistent with sound business practices and that are appropriate for particular building functions and operational needs. As general parameters, such cash-handling procedures shall:

1. Promote safe and secure cash management and minimize opportunities for theft or loss by, for example, utilizing secured locations within buildings and making regular transfers to an approved depository;
2. Promote accurate cash management and accurate recordkeeping by, for example, consistently issuing receipts and using other methods of reconciling accounts and funds;
3. Promote the security and privacy of sensitive financial data, including District and personal account numbers, other account access information, etc.; and
4. Minimize the extent to which any individual has sole responsibility for cash handling and cash/account reconciliation in connection with specific activities and functions.

District funds may be deposited only in District accounts that have been established at a financial institution that is a Board-approved depository.

The Director of Business Services shall have primary responsibility for verifying that relevant personnel are aware of their responsibility to consistently follow established cash-handling procedures.

Legal References:

Wisconsin Statutes

[Section 120.12\(7\)](#)

[board duty to designate approved depositories]

[Section 120.16\(2\)](#)

[authority of the school district treasurer to receive money raised in extracurricular activities]

State Guidance

[Wisconsin Uniform Financial Accounting Requirements](#) (WUFAR)

Cross References:

WASB PRG 664 Sample Policy 1
375, Student Activity Funds Management
661, Depository of Funds

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