

ROANE COUNTY BOARD OF EDUCATION		
	Deposit of Funds	Policy # 4.09
		Date Passed Oct. 21, 1999

1 **4.09 - DEPOSIT OF FUNDS**

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3 **Central Office**

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

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8 **Individual Schools**

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10 All money collected at the building level must be cleared through the principal's office with
11 exception of the Central Food Service and Before and After School Program; these programs
12 shall make deposits directly into a county trustee account. Deposits shall be made within three
13 (3) days after being received.

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15 The principal shall deposit funds daily if possible, but no later than three (3) days after being
16 received. Deposit slips will be filed along with other permanent records. Each deposit slip
17 must show the various receipt numbers. The total amount of deposit shall be shown on the
18 last receipt deposited.¹

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

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- 22 1. General School Fund/Restricted Accounts;
- 23 2. School Food Service; and
- 24 3. Savings.

Legal References:

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