

**GOFFSTOWN SCHOOL DISTRICT****DM****CASH IN SCHOOL BUILDINGS**

Monies collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All monies collected shall be receipted, accounted for and directed without delay to the proper location of deposit. If funds must be kept overnight they shall be kept in a locked safe provided for such purposes. Deposit to the bank shall take place as soon as possible.

The School Board shall procure and maintain blanket fidelity bonds in reasonable amounts, in order to protect against the loss of money, securities and checks by actual destruction, disappearance or wrongful taking from within all premises and also while off any premises. Such coverage will include a commercial blanket bond covering employee dishonesty and may include a comprehensive dishonesty, disappearance and destruction bond with optional coverage depending on the exposures at various locations.

Proposed: 03/23/92

Adopted: 04/20/92

Revised: 12/20/99

Adopted: 08/22/05

PRC Reviewed: 09/23/19

Proposed: 12/20/2021

Adopted: 03/07/2022

NHSBA Review: 04/04/14