

The following procedures will be observed in regards to the school checking account:

1. Only student activity and other transactions that are specifically authorized by the school committee will be run through this account.
2. Expenditures “to be reimbursed” by the voucher system are prohibited unless previous authorization by the superintendent/designee or the school committee has been granted. The superintendent/designee shall report quarterly to the school committee any authorized “to be reimbursed” expenditures. This will eliminate the use of the school checking account for convenient purchases that should actually be run through the voucher system.
3. The bookkeeping system will consist of an itemized record of all expenditures and receipts for each separate school activity. The exact format of the bookkeeping system will be determined by the principal in consultation with the auditor.
4. A bookkeeping system will be established and accounts will be reviewed annually by the auditor.
5. Pre numbered receipts will be used for all cash received in the office. Small items such as copier fees do not need to be receipted each time a copy is made but a receipt should be prepared when these funds are deposited into the checking account.

Adopted: Blue Hill School Committee – October 14, 1992

Revised: Blue Hill School Committee – June 14, 2017