

BONDED EMPLOYEES AND OFFICERS

No money other than miscellaneous classroom funds and petty cash shall be kept in any school building overnight. No money shall be kept in any classroom overnight. All monies collected must be turned into the main office by the end of the school day, to be held in the district vault. The Superintendent of Schools shall inform all employees of this requirement and enforce this policy.

School employees are held personally responsible for funds which they collect during the course of their assigned duties and responsibilities. Monies should be deposited in the bank as soon as possible.

All school employees, officials and members of the Board of Education authorized to sign checks or required to handle school funds will be covered by a blanket bond furnished by the school district in such amounts as recommended by the Superintendent. Bonded employees include the tax collector, treasurer and business manager.

Ref: Education Law §§1709(20-a); 1720; 2130(5); 2526

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