

Depositing of Funds

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**The above employee failed to comply with Board Policy 7307 Depositing of Funds.**

**Non-compliance issue is as follows:**

- Funds not deposited within timely manner as specified in board policy.
- Did not complete a "Money Reconciliation Form"
- Did not complete receipts, tally sheet or a form of reconciliation for funds collected.
- Submitted stale dated checks for deposit.
- Unexplainable discrepancy between funds collected and funds deposited.

**This infraction is considered a**

- First Infraction – Immediate Supervisor Notified.
- Second Infraction – Immediate Supervisor and Superintendent Notified.
- Third Infraction – Immediate Supervisor, Superintendent and Board of Trustees Notified.

Third Infraction may also lead to disciplinary action. Copies of all infractions will be maintained by the District Business Office for one fiscal school year.

\_\_\_\_\_  
Business Manager or Clerk/Treasurer

\_\_\_\_\_  
Date

