

TITLE: MCS Governance Board Policy – Cash Box Policy

LEGAL REFERENCE:

22-8-1 NMSA 1978	Public School Finance Act
MCS Policy D-001	Fiscal Management

PURPOSE:

The purpose of the Cash Box Policy is to allow student clubs and the athletic program to provide change for admission to events. The use of cash box funds is limited to making change.

POSITION:

1. All funds received on behalf of McCurdy Charter School must be deposited in the MCS Business Office. This includes, but is not limited to, proceeds received from sales, services, gifts, permits, and fines.
2. Proceeds will not be netted against expenses before deposit. All proceeds must be deposited in the Business Office.
3. Following the event, all funds must be deposited in the Business Office 24 hours after the event.
4. All clubs, individuals, and departments must have prior approval from the Business Office before handling cash.
5. All clubs, individuals, and departments must follow the procedures for handling cash as set forth by the Business Office inclusive of the MCS Agreement for Person(s) Handling of Cash Boxes.
6. Any noncompliance will be considered a serious violation and dealt with accordingly.

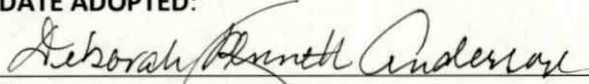
The MCS Director shall promulgate procedures to implement this policy.

REVIEW:

This policy shall be reviewed in accordance with the MCS Governance Board Policy Review Process.

RESPONSIBLE OFFICE: MCS Director and the Policy & Bylaws Committee Chairperson

DATE ADOPTED:


Signature _____ Date Signed 8/16/14
MCS Governance Board Chairperson

RELATED DOCUMENTS:

REVISIONS:	
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MCS KEY WORDS OR RELATIONSHIP: