**Cash Management** **Policy 3008**

Adopted August 23, 2021

The administration of the Kenosha High School of Technology Enhanced Curriculum (“The School”), under the direction of the business managerand in consultation with The School’s financial auditor as needed, shall develop cash-handling procedures that are consistent with sound business practices and that are appropriate for particular building functions and operational needs. As general parameters, such cash-handling procedures shall:

1. Promote safe and secure cash management and minimize opportunities for theft or loss by, for example, utilizing secured locations within buildings and making regular transfers to an approved depository;

2. Promote accurate cash management and accurate recordkeeping by, for example, consistently issuing receipts and using other methods of reconciling accounts and funds;

3. Promote the security and privacy of sensitive financial data, including The School and personal account numbers, other account access information, etc.; and

4. Minimize the extent to which any individual has sole responsibility for cash handling and cash/account reconciliation in connection with specific activities and functions.

The School funds may be deposited only in The School accounts that have been established at a financial institution that is a Board-approved depository.

The business managershall have primary responsibility for verifying that relevant personnel are aware of their responsibility to consistently follow established cash-handling procedures.

The Kenosha High School of Technology Enhanced Curriculum does not maintain any use of petty cash funds. Any future authorization for use of petty cash must first be authorized by the Finance and Facilities Committee.