Book	POLICY MANUAL
Section	600 FISCAL MANAGEMENT
Title	CASH MANAGEMENT
Code	664
Status	Active
Adopted	March 7, 2022
Last Revised	June 23, 2025
Last Reviewed	June 23, 2025

The administration, under the direction of the Director of Business Services and in consultation with the District 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 timely 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 District 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.

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

The Director of Business Services shall have primary responsibility for verifying that relevant personnel are aware of their responsibility to consistently follow established cash-handling procedures.

Legal   Section 120.12(7) [board duty to designate approved depositories]

Section 120.16(2) [authority of the school district treasurer to receive money raised in extracurricular activities]

Wisconsin Uniform Financial Accounting Requirements (WUFAR)