

1 Except as otherwise provided by law, all monies collected or received by an officer, employee,
2 or agent of the school system or an individual school must be deposited in accordance with this
3 policy. Each officer, employee, and agent of the school system or individual school whose duty
4 it is to collect or receive any taxes or other monies shall deposit daily his or her collections and
5 receipts. However, if the amount on hand is less than **\$250**, daily deposits are encouraged but
6 are not required. Regardless of the amount on hand, all funds must be deposited at the end of
7 each **school** week and on the last business day of each month. All deposits must be made with
8 the finance officer or designee or in an official depository. Deposits in an official depository
9 must be reported immediately to the finance officer **or designee** or individual school treasurer by
10 means of a duplicate deposit ticket.

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12 The finance officer may at any time audit the accounts of any officer, employee, or agent who
13 collects or receives any taxes or other monies and may prescribe the form and detail of these
14 accounts. The accounts of such an officer, employee, or agent must be audited at least annually.

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16 Legal References: G.S. 115C-445

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18 Cross References:

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20 Adopted:

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