

Banking Services
(And Receipt and Deposits of Money)

Charter School Office

A. Receipts

The **charter school** office will issue a pre-numbered receipt at the time of the receipt of the clerk, money order or currency.

B. Deposits

Deposits should be made on a **regular** basis.

C. Depositories

Deposits of money collected by the **charter school** will be made only at banks or other depositories approved by the **Charter Board** and subsequently designated by the treasurer of the **charter school**.

D. Fees and fines

All fines or fees collected and will be deposited in the **charter school general** fund.

E. Money from school activities

All moneys derived from any school-sponsored activity including but not limited to athletic, dramatics, grade or class projects, or student clubs, or organizations and from gifts or donations from any person in support of any such activity will be collected, accounted for and deposited under the supervision of the treasurer of the **Charter Board** in such manner as may be prescribed or directed by the Charter Board and will be expended for such purposes and in such manner as may be approved and directed by the Charter Board.

First Reading Date: 8-5-2002

Adoption Date: 9-3-2002

Lake George Charter School