



East Baton Rouge Parish School System

School Administrator Guidelines for Handling School Funds (SAF#2)

Revised 6/23/22

As a school administrator, it may be necessary for you to collect and receive money from teachers, parents, students, and others.

The following are the East Baton Rouge Parish School System’s policies that must be adhered to when handling these monies:

- 1. Written receipts should be prepared in duplicate and a copy issued to the individual from whom monies are received. You are responsible for keeping duplicate receipt copies and maintaining them in the office throughout the school year. Receipt documentation must be kept and made available upon any audit request.
2. School employees must turn collections in to the school office and receive a receipt for the amount turned in. They may not keep money in their classrooms overnight. Reasonable precautions should be taken to protect all funds until the time that the funds are deposited.
3. Report any stolen or missing funds in writing to administration and to the Internal Auditor at the Central Office (922-5601) as soon as it is discovered. Keep a copy for your records.
4. On a regular basis, check the status or balance of your school funds and report in writing to the Internal Auditor any suspected discrepancies. No checks shall be drawn on a school fund account without a balance sufficient to cover the check request.
5. If for any reason, questions, suspicions, or concerns arise relative to the collection, handling, or deposit of school funds, notify the Internal Auditor (rwilliams36@ebrschools.org , 922-5601) immediately.

By signing this form (School Administrator Guidelines for Handling School Funds), you agree that any loss of funds in your possession will be deducted from your payroll check immediately and in its entirety.

Printed Name

Signature/Date

This form must be completed by all individuals with bank signature authority and submitted to the Internal Auditor at the beginning of each school year. If the bank signature card changes new signees must complete this form prior to signing checks or receiving monies.

