



North Davis Preparatory Academy
Administrative Policy
Cash Handling Policy

These administrative procedures are adopted in accordance with the Cash Handling Policy adopted by the North Davis Preparatory Academy Board of Directors.

The Principal will designate at least two (2) School employees who are authorized to handle cash paid to the School, and only those employees may handle cash for the School. The Principal will ensure that all employees who are authorized to handle cash receive appropriate annual training.

Receipts must be issued for all cash received by the School.

All cash received must be deposited within three (3) days of receipt. Two individuals should prepare each deposit using tamper resistant deposit bags.

The Principal may establish additional procedures associated with the handling of cash that are not inconsistent with these procedures or applicable laws and regulations.

No School employee may handle cash associated with a non-school-sponsored activity in their capacity as a School employee. In the event such an individual does handle such cash, they must make it clear to the organization sponsoring the activity that they are not acting as a School employee.