

## **Policy Code: 8410 Individual School Accounts**

The board authorizes the maintenance of appropriate individual school accounts. Special funds of individual schools will be deposited in an individual school account with an official depository of the school district and will be paid only on checks or drafts signed by both the principal or assistant principal and treasurer of the school.

All employees and volunteers who handle checks, receipts, deposits, money, or financial records related to the individual school accounts are expected to be familiar with applicable laws and board policies.

The principal will be responsible for the proper administration of financial activities of the school in accordance with provisions of law and appropriate accounting practices and procedures. Principals may use the interest earned from Negotiable Order of Withdrawal ("NOW") accounts at their discretion and will report these expenditures to the SGCs periodically.

The school treasurer will perform duties as provided in board policy 8520, School Treasurer.

The finance officer will establish any procedures necessary to help ensure that all funds are handled in accordance with law, board policy, and standards for accounting.

All accounts are subject to audit at any time by the superintendent or finance officer.

Legal References: [G.S. 115C-435](#), [-436](#), [-445](#), [-448](#)

Cross References: Fiscal Management Standards (policy 8300), Daily Deposits (policy 8325), School Finance Officer (policy 8510), School Treasurer (policy 8520)

Adopted: 2/4/99

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**Chapel Hill-Carrboro Schools**