

**N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N**

**GOVERNANCE & OPERATIONS**

**FILE CODE: GO/3450R**

BUSINESS OPERATIONS  
MONIES IN ASSOCIATION BUILDINGS

Funds Control

The designee of the Director of Finance and Operational Services shall provide the Director of Finance and Operational Services with a daily adding machine tape listing all checks arriving that day.

The bookkeeper processing accounts receivable shall prepare bank deposits according to daily receipts. After depositing funds, the accounts receivable bookkeeper will record all deposits in the bank account register and give the Director of Finance and Operational Services the validated deposit slip along with the bank account register.

Issued: June 11, 1984

Revised: July 1, 1991  
July 6, 1994  
May 14, 2004  
September 24, 2010