

CLARK COUNTY SCHOOL DISTRICT REGULATION

3210

DISTRICT FUNDS AND FUND CONTROL

- I. All monies received for school purposes shall be deposited, in a timely fashion, to the credit of the Clark County School District in a financial institution as specified in the Nevada Revised Statutes and District policies and regulations.
- II. Monies not required to meet current obligations of the District shall be invested in accordance with the District's policies and regulations regarding investments to secure a maximum amount of return with minimum risk to the District.
- III. Approved Funds

Funds maintained by the District shall conform with the Nevada Revised Statutes, shall be in accordance with generally accepted accounting principles, and shall include, but not be limited to:

 - A. General Fund.
 - B. Special Revenue Funds.
 - C. Federal Projects Fund.
 - D. Capital Projects Funds.
 - E. Debt Service Fund.
 - F. Food Service Enterprise Fund.
 - G. Internal Service Funds.
 - H. Trust and Agency Funds.
- IV. District Bank Deposit Requirements
 - A. School Banks
 1. All monies received from sanctioned fund raising activities as defined in Regulation 1223 or other school fund generating

activities by the Clark County School District for educational purposes shall be immediately receipted according to prescribed Clark County School District Business and Finance Services Division procedures and:

- a. Stored in a locked school safe, and
- b. Deposited by school staff or through armored car pickup service to the credit of the Clark County School District in a financial institution as specified in the Nevada Revised Statutes and District regulations:

- (1) At a minimum of once every five business days, and
- (2) Within one business day from when total receipts are in excess of the following limits:

Elementary Schools	\$1,500
Secondary Schools	\$3,000
Special Schools	\$1,500
Alternative Education Schools	\$3,000

B. Food Service Operations

- 1. Change funds may be established to a maximum of \$1,000 based on the size of the food service program at a school, and the availability of armored car pickup service.
- 2. All revenues generated by food service operations shall be accounted for according to approved Business and Finance Services Division food service guidelines for cash handling and depositing of funds.
- 3. Funds generated from daily revenues will be deposited through armored car pickup service to the credit of the Clark County School District in a financial institution as specified in the Nevada Revised Statutes and District regulations:
 - a. At the frequency determined by the Food Service Department, but,

- b. Within one business day from when total receipts are in excess of the following limits:

Elementary Schools	\$1,500
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Secondary Schools	\$5,500
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C. Administration

- 1. The administration is authorized to maintain a maximum of \$50,000 in cash and checks, with total cash not to exceed \$3,000, overnight in the District's main vault. Deposits must be made:

- a. Within one business day from when total cash and checks are in excess of the aforementioned limit, and

- b. At a minimum of once every five business days.

Legal Reference:	NRS Chapter 354 Local Financial Administration NRS Chapter 356 Depositories of Public Money and Securities
Review Responsibility:	Business and Finance Services
Adopted:	7/12/63
Revised:	6/77; 9/1/78; 3/26/81; 3/23/93; 7/22/99
Pol. Gov. Review:	6/28/01