

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-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 found in the School Banking Manual 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 at the frequency determined by the Accounting Department. School personnel are required to deposit funds with each scheduled armored car pick up.

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 at the frequency determined by the Food Service Department. Kitchen personnel are required to deposit funds with each scheduled armored car pick up.

C. Administration

1. The administration is authorized to maintain cash and checks in the District's main vault. Deposits must be made at the frequency determined by the Accounting Department. Treasury personnel are required to deposit funds with each scheduled armored car pick up.

Legal Reference:	NRS Chapter 354 Local Financial Administration NRS Chapter 356 Depositories of Public Money and Securities
Review Responsibility:	Business and Finance Services Division
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
Revised:	2/14/13