

STANDARD OPERATING PROCEDURE FUNDS CONTROL

PURPOSE: To establish procedures and provide guidance for Isles District schools' funds control programs, for the handling and storage of school activity funds, and any other funds or items of intrinsic value, which require additional protection.

REFERENCE: DoDEA Regulation 4700.2, *Department of Defense Education Activity Internal Physical Security*, 27 March 2001

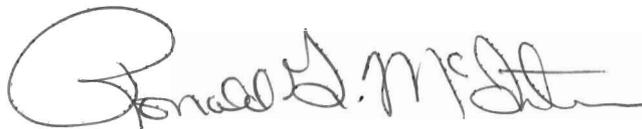
RESPONSIBILITIES: Guidelines set forth in this SOP apply to all DoDDS employees assigned to the Isles District Superintendent Office and all district schools. It also applies to the Isles District School Bus Offices. Applicability to contractors is implied through contractual agreement to adhere to security policies and procedures established by the U.S. Government and its agents.

PROCEDURES:

1. The Principal will ensure that a funds control program is maintained at each school and that all staff members are familiar with the program.
2. The assistant principal (or other designated staff member for schools with no assistant principal) will be responsible for the withdrawal and placement of organizational funds containers.
3. All faculty and staff members must be familiar with the intent of the funds control program, and will comply with the requirements set forth in the program.
4. At no time will there be an accumulation of funds within the school to exceed \$7,500.
5. Funds valued at less than \$7,500 may be stored in a safe having a three position dial combination lock, or a standard steel insulated and fire resistant cabinet having a modified locking bar with a three combination dial. The safe/cabinet will be located in the school's office and stored behind a locked door when the office is not occupied.
6. School organizations that require the handling and use of funds will have their funds kept in separate containers to distinguish it from the funds of another organization. The amount of the funds in the container will be counted and recorded each time that it is taken out of the safe/cabinet and again when returned.
7. Each organization will designate members authorized to withdraw the funds from the safe/cabinet. Members will contact the assistant principal (or other designated staff member for

schools with no assistant principal) whenever funds are to be withdrawn or placed back in the safe/cabinet.

8. Further guidance on the handling of funds will be contained in each school's Student Activity Fund Guidelines. All funds handlers will also adhere to these procedures.

A handwritten signature in black ink, appearing to read "Ronald G. McIntire". The signature is written in a cursive style with a large initial "R" and "M".

DR. RONALD G. MCINTIRE
Superintendent