

## CUSTODY AND DISBURSEMENT OF SCHOOL FUNDS

All public money, except 1) money generated by school activities, and classified "school activity fund accounts," 2) petty cash funds, and 3) accounts established for the purchase of instructional materials and office supplies, must be deposited with the Charles City County treasurer, who shall be in charge of the receipts, custody and disbursement of School Board funds and who must keep such funds in an account or accounts separate and distinct from all other funds. Checks must be drawn on the School Board account by the Charles City County treasurer, Charles City, Virginia.

Disbursement of School Board funds shall be approved as provided in Policy DK Payment Procedures.

Adopted: April 15, 2008  
Revised July 20, 2010

---

---

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-116, 22.1-117, 22.1-122, and 22.1-122.1.

8 VAC 20-720-70.

Cross Refs: DGC School Activity Funds  
DGD Funds for Instructional Materials and Office Supplies  
DJB Petty Cash Funds  
DK Payment Procedures