



## Depository of Funds

### **Administrative Procedure 5.050**

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**Board Governance Policy Cross Reference: 1, 2, 3, 12, 13, 16**

**Legal Reference:**

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**Date Adopted: June, 2012**

**Date Amended:**

**Date Reviewed: November 2017; April 2019, October 2020; October 2023**

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The Secretary-Treasurer shall ensure that all monies received by the District have been promptly receipted, recorded and deposited at the authorized bank or credit union of the District and in the proper bank accounts of the District.

The Secretary-Treasurer shall ensure that reconciliation's are made to the District's general ledger accounts.