

## **CASH MANAGEMENT**

It is the responsibility of the District to ensure that safeguards are in place for the appropriate handling of cash in all District transactions. It is a requirement for all District staff whose job responsibilities include the handling of cash to comply with established Cash Management administrative procedures, and be trained on an annual basis to ensure appropriate compliance.

It is the responsibility of the Executive Director of Business Services/designee to develop administrative procedures implementing this policy. It will also be the responsibility of the Executive Director of Business Services/designee to educate employees about this policy and supporting administrative procedures.

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