

Business Procedures  
Series 800

Policy Title: Safeguarding Money Code No. 803

**Policy Statement**

The Board is responsible for safeguarding public funds.

**Scope of Policy**

All monies received by Heartland AEA are classified in the Agency's accounting system and deposited in the depository(ies) designated by the Board in accordance with Iowa law. All cash and checks are secured in a safe or vault until deposited.

**Accountability Overview**

Heartland AEA personnel receiving monies are accountable for receipting the payee and for prompt delivery of monies to the business office.

Date of Adoption: 12/8/92

Reviewed: 9/8/98, 8/05

Amended: 5/13/14, 3/14/17, 4/13/21