

## BONDED EMPLOYEES

Date: February 12, 2008

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Employees

All school employees are bonded through the school insurance company. Said bond is payable to the Board of Education and shall be conditional upon faithful and true accounting for all public and other funds, and for properties coming into the employee's custody, control, care or possession. The premiums of such bond shall be paid by the Board of Education out of the County Educational Fund. O.C.G.A. 20-02-0960

Principals

The principal of **each** school of the Columbia County School System **is** accountable and responsible for the safekeeping of all funds, monies and other negotiable instruments for his/her school. Any funds not accounted for, lost, stolen or misplaced as a result of negligence will be repaid by the principal. It shall be the principal's responsibility to **ensure that all funds are deposited into the local school checking account as outlined in the School Activity Accounting Handbook.**

Superintendent

The Superintendent shall give bond with an approved surety company in an amount set by the Board. The bond shall be filed with the probate judge and a certified copy sent to the State School Superintendent. O.C.G.A. 20-02-0104

PROCEDURE: NO

ADOPTED: 1/1/76

REVISED: 10/1/97, 8/10/99

Columbia County Board of Education