

**BARNSTEAD SCHOOL DISTRICT  
Trust Funds Deposits and Withdrawals Policy**

It is the intent of the School Board to ensure timely deposits and withdrawals from the Capital Reserves Funds authorized by the Citizens of Barnstead at the Annual School District meetings.

Funds will be deposited in the respective Capital Reserve accounts through the Trustees of the Trust Funds.

The checks for the deposits, dependent on the closing fund balance, will be part of the manifest immediately following the completion of the end of fiscal year audit review. The checks for deposits not dependent on the closing fund balance will be part of the second manifest in July.

A request for withdrawal of Barnstead Elementary School funds shall be made in writing to the Trustees of the Trust Funds with the supporting documentation, i.e., minutes of school board meetings, invoices, etc. within one week of the Board's approval.

When a request for withdrawal of Prospect Mountain High School funds is received by the SAU, the SAU will verify the supporting documentation, i.e., minutes of school board meetings, invoices, etc.

The SAU will then submit the request to the Trustees of the Trust Funds within one week of receiving the request and will include the supporting documentation with the request.

The SAU will maintain historical records of all deposits and withdrawals of Capital Reserve accounts.

First reading: May 7, 2014  
Second & Approved Reading: May 27, 2014