

CASH IN SCHOOL BUILDINGS

All moneys collected shall be receipted, accounted for, and deposited with the Treasurer or properly designated depository every twenty-four (24) hours. In the event that the person in charge of an activity is unable to deposit the money within twenty-four (24) hours, the money shall be accounted for and deposited in the building safe of each school. If a safe is not available, then the money must be deposited in the fiscal office's safe. If the amount does not exceed \$1,000.00, the money can be held no longer than one (1) business day after receipt before being deposited. If the amount is more than \$1,000.00, or the money cannot be adequately safeguarded, it shall be deposited on the next business day following the date of receipt.

LEGAL REFS. O.R.C. §9.38

Adopted: 10/2006