

CASH IN SCHOOL BUILDINGS

In order to safeguard cash in each school building, and in order to teach such procedures to students, moneys collected by employees and by student treasurers are to be handled with prudent business procedures.

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 three (3) business days 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.

In no case shall more than \$10.00 be left overnight in a school building if that building does not have a safe. The Treasurer may provide for making bank deposits after regular banking hours in order to avoid leaving money in a school building overnight.

Pursuant to Board Policy 9.04, staff members are prohibited from accepting cash or checks on behalf of or for outside organizations during the school day or in their capacity as a school district employee, unless expressly authorized by Board resolution.

LEGAL REFS: O.R.C. §9.38

Adopted: September 20, 2011

Revised: August 20, 2013