

CASH IN SCHOOL BUILDINGS

Monies collected by employees and by student treasurers are handled with prudent business procedures, in order to demonstrate the ability of employees to operate in that fashion and to teach such procedures to our students.

State law requires a proper receipting and depositing of all public monies. Therefore, all monies collected are receipted, accounted for and deposited every day, if possible. Specifically, if the money collected:

1. exceeds \$1,000, it must be deposited on the next business day. ~~or placed in a safe or~~
2. does not exceed \$1,000, it must be deposited the next business day or placed in a safe place to be deposited within three business days.

In no case shall more than \$10 be left overnight in unsecured areas of school buildings. The Treasurer provides for making bank deposits after regular banking hours in order to avoid leaving money in a school building overnight.

[Adoption date: September 17, 2012]

LEGAL REFS.: ORC [9.38](#)

[3313.291](#)

CROSS REFS.: [DH](#), Bonded Employees and Officers

[DJB](#), Petty Cash Accounts

[IGDG](#), Student Activities Funds Management

[KMA](#), Relations with Parent Organizations

[KMB](#), Relations with Booster Organizations