

Book	Policy Manual
Section	Issue 3 of 2023 September READY FOR OSBA
Title	Deposit of Public Funds (Cash Collection Points)
Code	DM
Status	

**~~\*\*This is the OSBA sample policy.\*\*~~**

**Deposit of Public Funds**  
(Cash Collection Points)

State law requires a proper receipting and depositing of all public monies. Therefore, all monies collected are receipted, accounted for and deposited in accordance with State law and all District policies and procedures.

The Board directs the Treasurer to develop, distribute and implement procedures for cash collection points in the District. Currently identified cash collection points include admission fees to athletic events, lunchroom sales, classroom fees, student activities/fundraisers, **concession sales** and miscellaneous money received by the Treasurer's Office.

In developing the procedures, the Treasurer must consider the following:

1. Segregation of duties for receipting, depositing, recording and reporting of cash.
2. Required documentation for cash drawer withdrawals and deposits and reconciliations, including documentation of cash shortages or overages and procedures for denomination exchanges. Cash drawers are only used for collecting sales receipts; no purchases or expenses may be paid from cash drawers.
3. Separate bank deposits for start-up cash withdrawals ensuring the start-up cash is kept separate from other receipts.
4. Ticket sale collection requirements including but not limited to documentation of various prices and any complimentary admission procedures and reconciliation of unsold tickets.
5. Compliance with audit requirements, including, but not limited to, compliance with the Uniform School Account System requirements.

Individuals receiving money at cash collection points are responsible for reviewing and complying with all procedures for cash collection points and are responsible for the safekeeping of money until the money is deposited.

If the money collected:

1. exceeds \$1,000, it must be deposited on the next business day after the day of receipt or
2. does not exceed \$1,000, it must be deposited no more than three business days following the day of receipt.

The Treasurer has established provisions for the safeguarding of cash until it can be deposited with the Treasurer and/or bank, including provisions for making bank deposits after regular banking hours. Money should be secured in a locked desk, file cabinet, safe or other secure room on school property until it can be deposited.

### **Cash Acceptance at School Events**

**In accordance with State law, the District provides for cash payment options for tickets to school-affiliated events including an athletic event, play, musical, or other school-related event or activity that the District conducts, sponsors, or participates in and for which the District charges admission to attend. These requirements do not apply to any event or activity conducted in a public facility leased by a professional sports team or a privately owned facility. If the District does not accept cash payment from an individual who wishes to purchase a ticket using cash, the District must provide a free ticket if there are still tickets available and the individual demonstrates that they have the cash to pay for the full cost of the ticket.**

**If concession sales are offered during the event, at least one location (including one on each floor if sold on multiple floors) accepts cash payments.**

Legal References

ORC 9.38

ORC 3313.291

ORC 3313.5319

Cross References

DH, Bonded Employees and Officers

DJB, Petty Cash Accounts

EF / EFB, Food Services Management/Free and Reduced-Price Food

IGDG, Student Activities Funds Management

KMA, Relations with Parent Organizations

**Note:** House Bill (HB) 33 enacts Ohio Revised Code (RC) 3313.5319, effective Oct 3, 2023, requiring districts to accept cash payments at specified school-affiliated events. The new provisions apply to any school district, community school, STEM school, college-prep boarding school, or chartered nonpublic school that elects to participate in athletic events regulated by an interscholastic conference or an organization that regulates interscholastic conferences (i.e., the Ohio High School Athletic Association).

RC 9.38 establishes requirements for the deposit of public monies and allows for the Board to adopt a policy authorizing a timeframe of up to three business days after the day of receipt of funds that do not exceed \$1,000. If a Board policy granting this is not in place these funds must be deposited in accordance with the provisions of RC 9.38 and deposited on the next business day.

Auditor of State (AOS) Bulletin 2020-006 provides best practice considerations for districts for managing cash collection points in the district. This policy should be supplemented by additional procedures developed by the Treasurer. When developing the procedures, districts should review the guidance in AOS Bulletin 2020-006.

Legal

[ORC 9.38](#)

[ORC 3313.291](#)

[ORC 3313.5319](#)