

## CASH IN SCHOOL BUILDINGS

Monies collected by employees and by student treasures 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.

Legal References: ORC 9.38; 3313.291

Cross References: DH, DJB, IGDG, KMA, KMB

Adopted by Board: May 29, 1980

Adopted by Board: March 18, 2004

Adopted by Board: November 9, 2006