

## CASH IN SCHOOL BUILDINGS

Monies collected by employees and by student treasurers shall be handled with prudent business procedures as outlined by the Office of the Chief Financial Officer.

All monies collected are receipted, accounted for and deposited every 24 hours if possible. In the event the Chief Financial Officer or person in charge of an activity is unable to deposit the money in 24 hours, the money will be accounted for and deposited accordance with safeguarding procedures. The money can be held no longer than three business days after receipt and the amount must be under \$1000.00. If the amount is more than \$1000, or the money cannot be adequately safeguarded, it must be deposited on the business day following the date of receipt.

The Chief Financial Officer or his/her designee shall provide for making bank deposits after regular banking hours in order to avoid leaving money in a school building overnight.

[Adoption date: October 4, 2001]

### LEGAL REFERENCES

ORC 9.38

### CROSS REFERENCES

IGDG, Student Activities Funds Management