

## CASH IN SCHOOL BUILDINGS

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

All moneys collected are receipted, accounted for and deposited every 24 hours, if possible. In the event the Treasurer or person in charge of an activity is unable to deposit the money within 24 hours, the money will be accounted for and adequately safeguarded in a safe or other secure means. The money can be held no longer than three business days after receipt and the amount must be under \$1,000.00. If the amount is more than \$1,000.00, or the money cannot be adequately safeguarded, it must be deposited on the business day following the date of receipt.

In no case shall moneys be left overnight in school buildings, except in safes provided for safekeeping of valuables; even then, no more than a few dollars should be kept. All school banks will provide for making bank deposits after regular banking hours in order to avoid leaving money in a school building overnight.

[Adoption date: February 20, 2003]

LEGAL REF:           ORC 9.38

CROSS REFS:        DH, Bonded Employees and Officers  
                      IGDG, Student Activities Funds Management