

### **CASH IN SCHOOL BUILDINGS**

All moneys collected shall be receipted, accounted for, and deposited with the Treasurer or properly designated depository every twenty-four (24) hours. In the event that the person in charge of an activity is unable to deposit the money within twenty-four (24) hours, the money shall be accounted for and deposited in the building safe of each school. If a safe is not available, then the money must be deposited in the fiscal office's safe. If the amount does not exceed \$1,000.00, the money can be held no longer than three (3) business days after receipt before being deposited. If the amount is more than \$1,000.00, or the money cannot be adequately safeguarded, it shall be deposited on the next business day following the date of receipt.

The District shall maintain a separate “Change Fund” for the Food Services Department in the amount of Four Hundred Sixty-Five Dollars (\$465.00) (Seventeen Dollars (\$17.00) for elementary school; One Hundred Fifty-Five Dollars (\$155.00) for the middle school; and Two Hundred Twenty-Five Dollars (\$225.00) for the high school) to allow for making change when needed in connection with the sale of food items.

A “Change Fund” shall be maintained for the District’s Athletic Department in the amount of One Hundred Dollars (\$100.00). A “Change Fund” shall be maintained for Shaw High School in the amount of Fifty Dollars (\$50.00) in connection with the sale of miscellaneous and sundry merchandise.

LEGAL REFS.: O.R.C. §9.38

Adopted: August 12, 2014