

CASH IN SCHOOL BUILDINGS

All moneys collected shall be receipted, accounted for, and deposited with the Fiscal Officer or properly designated depository every 24 hours. In the event that the person in charge of an activity is unable to deposit the money within 24 hours, the money shall be accounted for and deposited in the building safe of the School. If the amount does not exceed \$1,000.00, the money can be held no longer than _____ 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.

No more than \$500.00 shall be left overnight in the School if a safe is not available.

LEGAL REFS.: O.R.C. §9.38

Adopted: June 19, 2017