

### **CASH IN SCHOOL BUILDINGS**

All moneys collected shall be receipted, accounted for, and deposited with the Treasurer 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 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 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.

All buildings shall have a safe.

LEGAL REFS.: O.R.C. §9.38

Adopted: November 23, 2015