

CASH IN SCHOOL BUILDINGS

Deposit of District Funds

Any monies received by an employee of the Board on or in behalf of the Board shall make deposit of those monies with the District Treasurer prior to the close of business on the day of collection of those monies. The District Treasurer shall make deposit of those funds into the Board approved depository within 24 hours of receipt or the next working day of the Treasurer.

In the event the Treasurer or person in charge of an activity is unable to deposit the money in 24 hours, the moneys will be accounted for and deposited in the safe. 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 \$1000.00, or the money cannot be adequately safeguarded, it must be deposited on the business day following the date of receipt.

Any monies received by an employee of the Board, on or in behalf of the Board, after the close of business of the District Treasurer, shall be deposited in the Board approved depository with a copy of that deposit and the reason for said deposit, sent to the District Treasurer on the next business day. The District Treasurer shall make available to all building, night deposit bags, instructions and deposit tickets.

Loss of monies occurring as a result of failure to follow the procedures established by this policy may result in the District Treasurer making claim against the District's performance bond insurance company to recover such loss. Such claim may result in the employee being personally liable for the claim to the bonding agency.

Loss of District Monies

Any employee of the Board in custody of District monies shall, in the event of robbery, relinquish all such monies without question or struggle to the person making the demands.

Any employee of the Board, in custody of District monies shall in the event of theft, immediately notify their building principal, immediate supervisor and the District Treasurer, of such theft. A complete and thorough report of such theft shall be presented to the District Treasurer within 48 hours of such theft.

Immediately following any such robbery or theft, the appropriate law enforcement agency is to be notified of said robbery or theft. A complete report of the incident, in most cases the police report, shall be forwarded to the Superintendent and Treasurer.

Any loss of monies due to negligence of the employee or failure to abide by the Board policy regarding deposit of funds, may result in the District Treasurer making claim against the District's performance bond insurance company for the amount of loss. Such claim may result in the employee being personally liable for the claim to the bonding agency.

[Adoption date: August 14, 2001]

LEGAL REFS.: ORC 3313.51
Chapter 135
Test 42.02
HCSD Student Activity Handbook