

**Geauga County Public Library
Operating Policy Manual**

SECTION: DEPOSIT OF PUBLIC FUNDS
NUMBER: 305
EFFECTIVE DATE: JULY 18, 2017
PROCEDURE CASH HANDLING, DEPOSIT & DONATION PROCEDURES

In accordance with ORC 9.38, all public money received by the library will be receipted and kept in a secure place by the Fiscal Officer. Monies exceeding \$1000 will be deposited on the next business day. Daily receipts that accumulate to \$1000 or less will be deposited within three business days. Funds that are not deposited within 24 hours will be secured/safeguarded until they can be deposited. The Fiscal Officer is responsible for ensuring this process.

Reviewed April 19, 2022
Approved July 18, 2017