

Geauga County Public Library
Operating Policy Manual

SECTION: DEPOSIT OF PUBLIC FUNDS
SECTION NUMBER: 305
EFFECTIVE DATE: July 18, 2017
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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. Moneys exceeding \$1,000 will be deposited on the next business day. Daily receipts that accumulate to \$1,000 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.

Approved July 18, 2017