

Fairfield Local Schools

PROPER HANDLING OF PUBLIC FUNDS

TO: Principals, Building Secretaries, Student Activity Advisors, Food Service Cashiers, and any other employee who handles money

Any time money is collected and it is in your possession, you must write a pre-numbered duplicate (or triplicate) receipt (one for you, one for person giving you money and one for Treasurer's office). Please make sure these receipts are used in consecutive order and any voided receipts are attached to the proof of cash. *Note: This does not apply to Food Service Cashiers.*

Under the Ohio Revised Code, monies received by an employee of the school district must be deposited within 24 hours of the time they are received. In most instances, the money should be deposited at the end of the school day / immediately upon leaving the school.

Audit regulations strictly prohibit cashing checks for any individual using public funds. There are no exceptions to this rule.