

Stark County Board of Developmental Disabilities

Policy 2.06 Cash Management	Effective: 6/16/15
Chapter 2: Agency Administration	Page 1 of 2

CASH MANAGEMENT

POLICY

All cash and checks received by the Stark County Board of Developmental Disabilities shall be documented by receipts in accordance with Board procedures, recorded for accounting purposes, and deposited with the Stark County Treasurer’s Office in accordance with Ohio Revised Code (ORC) 9.38, Deposit of Public Moneys. This policy will protect Board funds as well as facilitate proper cash management.

All Board funds collected by any employee of the Board must be presented to the Finance Department on the date of collection and secured. It is the policy of the Board at the discretion of the CFO/Business Manager, that Board funds up to \$1,000.00 may be kept at a Board site under proper approved safeguards for up to five (5) days after receipt, excluding weekends and holidays. The CFO/Business Manager or their designee shall be responsible to review, approve, record and/or deposit Board’s receipts and disbursements in a timely manner.

<p>Historical Resolution Information</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Resolution Number</th> </tr> </thead> <tbody> <tr> <td>12/12/02</td> <td>12-117-02</td> </tr> <tr> <td>1/20/12</td> <td>01-09-12</td> </tr> <tr> <td>5/16/15</td> <td>05-28-15</td> </tr> </tbody> </table>	Date	Resolution Number	12/12/02	12-117-02	1/20/12	01-09-12	5/16/15	05-28-15	<p>Reviewer(s):</p> <p>Superintendent CFO/ Business Manager</p>
Date	Resolution Number								
12/12/02	12-117-02								
1/20/12	01-09-12								
5/16/15	05-28-15								

Stark County Board of Developmental Disabilities

Policy 2.06 Cash Management	Effective: 6/16/15
Chapter 2: Agency Administration	Page 2 of 2

CASH MANAGEMENT

PROCEDURE

All Cash Management procedures shall be in accord with Ohio Revised Code 9.38 and Board Policy 2.06.

The Board's Business Office, located at Whipple-Dale Centre shall be the depository of all Board receipts. Board receipts are those monies that are a result of the Board's statutory operations.

Cash/Checks Received from Outlying Board Sites

Monies to be submitted to the Business Office must be brought to the Business Office in locked bags. These lockable bags are provided by the Business Office. One key shall be kept at the site and one key shall be kept by an assigned Clerk in the Business Office.

1. Cash placed in the locked bag shall be placed in an envelope or other suitable container and reflect the amount on the container and the initials of the staff person confirming the total. Monies from different sources may be placed in the same locked bag but must be identified separately and totaled separately.
2. A staff person must bring the monies to the Business Office. The staff person bringing the cash to the Business Office must not have a key to the locked bag unless that staff person is the individual who counted/verified the monies.