

## **ADAMS COUNTY PUBLIC LIBRARY**

### **SECTION 4.220 – FREQUENCY OF DEPOSITS** (revised 12/8/04)

Pursuant to Ohio Rev. Code § 9.38 as amended, the Adams County Public Library adopts the following policy regarding frequency of deposits of public money at all libraries in the district. Generally, deposits should be made every business day. However, deposits shall be made at least every three business days or on any day when receipts, exclusive of cash drawer change, equal \$100.00 or more. Public Service Team Leaders shall develop appropriate internal procedures to safeguard all moneys until the time of deposit.