

## LCCS POLICY 201

### Deposit of Public Moneys

<b>Original Issue Date:</b>	3/1/2009
<b>Revision Dates:</b>	10/6/2020
<b>Revision Number:</b>	1
<b>Current Effective Date:</b>	10/6/2020
<b>Board Approval Date:</b>	12/10/2008
<b>Obsolete/Combined Date:</b>	
<b>Reason for Obsoleting/Combining:</b>	
<b>See new Policy #:</b>	

<b>Scope:</b>	All LCCS Staff
<b>Responsibility:</b>	Director of Administrative Services, Fiscal Manager, Supervisor - Accounting
<b>Purpose:</b>	To ensure good accounting controls, as well as the safe and secure handling and deposit of all public moneys received by LCCS.
<b>Legal Cite:</b>	ORC 9.38; 117.01

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### **POLICY STATEMENT**

LCCS will secure and deposit all public moneys received in a timely manner and in compliance with Section 9.38 of the Ohio Revised Code.

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### **DEFINITIONS**

**Public Money:** Any financial warrant or cash received, collected by or due LCCS, as well as any money collected by any individual on behalf of LCCS including, but not limited to, agency operational revenue and the Donation Account Trust Fund.

**Deposit:** Public money entrusted or transferred to the Lucas County Treasurer or other properly designated depository as allowed by law.

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### **PROCEDURE - including required timeframes and documentation**

Public moneys received by LCCS will be deposited no later than the next business day following the day of receipt, when the total amount is one-thousand dollars (\$1000) or greater.

Public money received by LCCS will be deposited no later than three (3) business days following the day of receipt, when the total amount is less than one-thousand dollars

(\$1000) and when LCCS safeguards said moneys by securing them in a locked enclosure until deposited.

All moneys received by any LCCS staff member or representative will be given to the Director of Administrative Services, Fiscal Manager, Supervisor of Accounting or designated Account Clerk on the same business day of receipt. If the Director, Manager, Supervisor or designated clerk are not available, the moneys will be given to any Account Clerk who will then give the moneys to the designated Account Clerk.

The designated Account Clerk will secure the moneys received in the specified, locked enclosure until deposited with the Lucas County Treasurer or designated depository.

A selected, bonded staff member will deposit public moneys received with the Lucas County Treasurer or designated depository within the required time frames.

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## **CASE PRACTICE GUIDES**

Electronic money transfers are sent directly to/deposited directly with the Lucas County Treasurer.

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## **RELATED POLICIES and FORMS**

LCCS Policy #208