

RESOLUTION NO. 36 - 2003

**RESOLUTION ADOPTING A POLICY FOR DEPOSIT OF PUBLIC MONEY
PURSUANT TO OHIO REVISED CODE SECTION 9.38**

WHEREAS, the daily governmental operations of West Chester Township necessitate the receipt and expense of public money; and,

WHEREAS, the West Chester Township Board of Trustees and the Township Clerk/Treasurer are aware of the immense responsibility and honor granted to them by the electorate of overseeing the receipt and expense of public money and mandate that all Township employees charged with receipting and expending public money be held to the highest ethical and financially responsible standards; and,

WHEREAS, the Ohio Revised Code Section 9.38, regulates the payment or deposit of public moneys; and,

WHEREAS, the West Chester Township Board of Trustees and Clerk/Treasurer recognize the need to abide by an adopted policy for deposit of public moneys.

NOW THEREFORE BE IT RESOLVED, that the West Chester Township Board of Trustees does hereby adopt the West Chester Township Deposit of Public Moneys Policy and does hereby agree to authorize the Township Administrator to manage the practice of these policies:

SECTION 1. All receipts shall be turned in to the Clerk/Treasurer or his/her designee within three (3) business days of receiving them. If a department cannot guarantee the safeguard of the receipts, then the department must deposit the receipts to the Clerk/Treasurer or his/her designee daily.

SECTION 2. Safeguard shall mean the public money is locked and access is limited to essential department personnel only. The Township Administrator shall determine the adequacy of all safeguards.

SECTION 3. Regardless of adequate safeguards, receipts of \$1,000.00 or more shall be turned in to the Clerk/Treasurer or his/her designee within twenty-four (24) hours of receiving them.

SECTION 4. The Clerk/Treasurer or his/her designee shall collect all receipts from the departments and shall deposit all receipts within three (3) days of receiving them. When \$1,000.00 or more is collected or when any amount is collected and cannot be properly safeguarded, it shall be deposited within twenty-four (24) hours of being received.

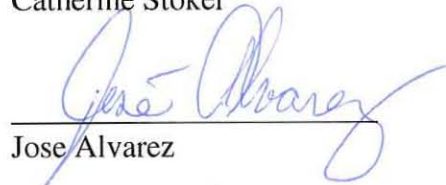
Adopted the 26th day of August, 2003


David Tacosik

yes
Yes/No

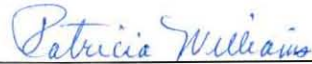

Catherine Stoker

YES
Yes/No



Jose Alvarez

yes
Yes/No

ATTEST:


Patricia Williams, Township Clerk

APPROVED AS TO FORM:


Donald L. Crain, Law Director

