



Medina Township, Ohio

**Public Money
Deposit Policy**

Adopted 10/30/2019 by Resolution #10302019-028

Public Money Deposit Policy

Pursuant to Ohio Rev. Code § 9.38:

Duty to Deposit

All public money received by any public official, employee, or agent of Medina Township must be transferred to the Medina Township Fiscal Officer, or those authorized by the Fiscal Officer, then deposited in the designated safe.

Authorized Access

Only the Fiscal Officer and those authorized by the Fiscal Officer shall have access to the contents of the safe. The designated safe shall be locked and secured to the floor. The safe combination shall only be known by the Fiscal Officer and those authorized by the Fiscal Officer.

Deadline to Deposit

Over \$1,000: Funds exceeding one thousand (\$1,000) dollars must be deposited with the designated depository on the next business day following the day of receipt.

\$1,000 and Under: If the total amount of public moneys does not exceed one thousand (\$1,000) dollars, the moneys must be deposited with the designated depository within a time period not to exceed three business days following the day of receipt.

Money Safeguards

Any public official, employee, or agent of Medina Township that is in control of public money during the intervening period prior to a deposit must take all reasonable and necessary steps to ensure the security and availability of the public money.