

## *Pine Plains Free Library*

### **IV. D. Cash Handling Procedure**

The Board of Trustees has financial practices in place to prevent and detect errors and fraud, and to be good stewards of the public's money and trust. Good financial practices ensure our community and donors that we use their taxes and gifts for the purposes for which they were intended.

#### **General Guidelines**

Employees of the Pine Plains Free Library are responsible for handling daily cash transactions, regularly collecting fines on overdue material, replacement cost for lost or damaged material, and fees for photocopying, faxing and printing. Library employees are responsible for collecting these fines and fees. The volunteers will help in verifying recorded amounts in the cash box during normal operating hours.

- "Beginning" cash counts shall be verified by two people and recorded on the cash report sheet with the signing of the two signatures. These reports record the date, time, and the daily cash break downs (bills and change).
- All monies received for copies and library charges are recorded in the journal immediately. A receipt needs to be made out for copies, as well as a print out of a receipt from Sierra for fines paid or for the cost of a lost item/card. A receipt will be given to an individual if requested; otherwise it will be put in our files. A duplicate copy will be made for our files if said receipt is requested. In case of copies, a duplicate receipt is in our cash receipt book.
- At the end of the day, the ending cash report should balance with the amount received as recorded in the journal and then included on the cash report sheet. The starting cash of 53 dollars should be left in the cash box for the next day. The additional cash and checks shall be put into a deposit/transaction envelope with the total entered for the day with verification of two signatures on the back of the envelope, then put with the cash box locked in the file cabinet.
- Deposits will be made a minimum of once a week and they should tally with the journal and match with the transaction/deposit envelope. This will be recorded on the weekly cash report. If the deposit is less than 25 dollars, it will be included in the following week's deposit.
- Deposit slip received will be given to the bookkeeper along with the breakdown for each of the charges (fines, copies, donations, etc.) These charges should be reflected on the weekly cash report and put at the end of the month with the checking account statements, included with copies of checks received.

#### **Payment Processing Guidelines:**

- Cashing of personal checks by patrons or staff is not allowed.
- U.S. currency only and nothing more than a 20 dollar bill. Canadian currency and/or coins will not be accepted.
- We do not take credit cards. If a person has an account set up in the public catalog, they may pay their library charges there.
- Checks need to be made out to Pine Plains Free Library and marked on the back after receiving, "deposit only" and the library's name. In the case of handling fines/fees over 25 dollars for another library, the check needs to be made out to that library or paid online with their library card account.

<b>Weekly Cash Report</b>		Cash	Cash	Cash	Cash	Cash
<b>Date</b>						
	\$0.01					
	\$0.05					
	\$0.10					
	\$0.25					
	\$1.00					
	\$5.00					
	\$10.00					
	\$20.00					
<b>Rolled Coins</b>						
<b>Subtotal Cash</b>						
<b>Checks # and Amt.</b>						
<b>Subtotal Checks</b>						
<b>Total Weekly Deposit</b>						
<b>Deposit for Copies</b>						
<b>Deposit for Library Charges</b>						
<b>Donations</b>						
<b>Cash on Hand each day</b>						

Notes

Cash Reporting Month of

Please record the cash amount in each of the denominations that is in the cash box and sign.

Date	Time	Names	\$1.00	\$5.00	\$10.00	\$20.00	Change		Starting Total
								Starting Cash	\$53.00
							Checks	In Envelope total	
								Starting Cash	\$53.00
							Checks	In Envelope	
								Starting Cash	\$53.00
							Checks	In Envelope	
								Starting Cash	\$53.00
							Checks	In Envelope	
								Starting Cash	\$53.00
							Checks	In Envelope	
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								Starting Cash	\$53.00
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								Starting Cash	\$53.00
							Checks	In Envelope	
								Starting Cash	\$53.00
							Checks	In Envelope	
								Starting Cash	\$53.00
							Checks	In Envelope	

(Over)

*Adopted on Nov. 14, 2016*