

Cash Receipts

(Adopted 5/22/14)

The Library will handle funds in the following manner.

Collection & Deposit of Funds

Funds are collected at the Library for payment of fines, fees and donations. Cash, coin or checks are accepted. Receipts are offered to patrons for all payments.

Deposits are made to designated Library bank accounts by the Director's designee, on a weekly basis.

Daily Cash Receipts

The Library's cash register is the repository for daily financial transactions such as overdue fines, headphone purchase, used book sales, and other transactions related to service activities. Fines are set by the Board of Trustees.

Copier and printer fees are collected using collection systems designed to work in conjunction with this equipment. These funds are counted and deposited weekly.

Program fees are collected by the staff member completing the registration and deposited in a secure location designated by the Director, until the program has been completed. At that time, the funds are counted, reconciled and deposited, as appropriate.

Funds collected in the Library's cash register are counted daily, reconciled with the receipt tapes and deposited weekly.

All funds are counted by three Library employees designated by the Director.

Check Management

Checks received by the Library, whether hand-delivered or by mail, are stamped "For Deposit Only" and placed into the cash register, secured program location, or given to the Director or his/her designee for deposit.

Checks written as donations to the Library are recorded by the Director or his/her designee into the Library's donation record. The checks are given to the Director or his/her designee for recording and deposit.