

CASH HANDLING PROCEDURES MENDON PUBLIC LIBRARY



Cash Handling Policy

*The Mendon Public Library Board of Trustees
will exercise prudent financial practices.*

*The following procedures will guide the
Library's internal fiscal policies and procedures.*

The safe may be opened for the following reasons by designated personnel:

- Bookkeeper and or Director to cash out and make deposit
- Clerks and/or Director opening the Library
- Clerks and/or Director closing the Library
- Clerks, bookkeeper, and/or Director removing money from the cash drawer or other financial transactions to safe.

Morning Cash Out and Deposit:

Responsibility of Bookkeeper and/or Director

- Take cash register report, per instructions with cash register
- Count all cash and reconcile the cash register report
- Complete Daily Cash Out Report – (see appendix A)
- Full cash register tapes will be stored in the Library. Unrecorded voids will be entered into the Daily Cash Out Report.
- Open safe, place deposit daily deposit in locked deposit bag in safe, separate envelopes for each day
- Close and lock the safe
- Keys for locked deposit envelope will be kept in the Director's office.
- Director will be notified of Daily Cash Out Reports that are off more than \$3.00
- Reset cash register to "cash on hand" and place cash on hand in the cash register.

Opening Procedure:

Responsibility of morning clerks

- Clerks and/or Director open safe, remove cash-on-hand envelope, lock safe
- Record number of bills and checks in the Daily Cash-On-Hand envelope in the Morning Cash-On-Hand notebook (See Appendix B)
- Two personnel will initial entry. (Clerks and/or Director)
- Place all money from Daily Cash-On-Hand envelope into cash register drawer
- Cash drawer readied for transactions

Cash Drawer Procedure:

Responsibility of Clerks and/or Director

- All monies received for copies and library charges are recorded on cash register tape immediately
 - Clear debt off patron record in library database
 - Immediately deposit cash or check into cash register

- When a mistake is made, circle mistake, initial, put all paperwork in the register with notes of explanation
- Cash register tape will be continuous, patrons will be given a receipt from the Carl System. Cash register tapes will be stored in the Library for six years, as recommended by NYS.

Closing Cash Procedure:

Responsibility of evening Clerks and/or Director

- Clerks and/or Director count all bills and checks in the cash register and in Daily Cash-On-Hand envelope in safe
- Record in the Evening Cash-On-Hand notebook (See Appendix C)
- Two personnel will initial entry. (Clerks and/or Director)
- Checks and bills placed in Daily Cash-On-Hand envelope
- Envelope placed in safe and safe locked

Weekly Deposit Procedure:

Responsibility of Bookkeeper

- Recount Daily Deposits and complete Weekly Cash Report (See Appendix D)
- Enter Weekly Deposits in computer
- Place weekly deposit in locked bank bag and take to the Bank
- A signed copy of the weekly cash report will be retained in the library, duplicate copy will be distributed to the Town Financial Officer.

Periodic Procedures:

Director does spot cash counts and cash register readings to verify money is being registered and deposited correctly. These should be compared to, but not limited to:

- Previous cash records
- Amount of patron traffic in library during time period
- CarlX reports

Board of Trustees will be notified at the next regular meeting of any mistakes or inconsistencies over \$100.

APPENDIX A

Daily Cash Out Report - Mendon Library		
Date:		
Time:		
For Transactions Dated:		
Initials:		
	\$0.01	
	\$0.05	
	\$0.10	
	\$0.25	
	\$1.00	
	\$5.00	
	\$10.00	
	\$20.00	
	\$50.00	
<i>special coin</i>		
<i>rolled coin</i>		
Subtotal Cash	\$0.00	
Checks # and Amt.		
Subtotal Checks	\$0.00	
Total Cash	\$0.00	
Deposit for Copies	-\$16.00	
Deposit for Library Charges	-\$64.00	
Cash on Hand each day	\$80.00	
Total Weekly Deposit	-\$80.00	

Cash Register Readings	
Beginning RA key	\$80.00
Total Tape Cash	
Total Tape checks	
Voids not recorded in register (-)	
Voids not recorded in register (+)	
Total Register Reading	\$80.00

Balance Check	
Total Register Reading	\$80.00
Total Cash	\$0.00
Balance check for cash out	-\$80.00

Cash Register Reading Breakdown	
1. fines and new cards	
2. Copies	
3. Bk replcmnt & process fee-Mendon	
4. Bk replcmnt & process fee-Other	
5. Hold Fees	
6. MCLS	

Adopted by Mendon Public Library Board of Trustees April 2, 2002; reviewed and reaffirmed January 5, 2015; reviewed July 16, 2018

APPENDIX B

Morning Cash Report

Month of _____

Date	Initials	Time	\$1.00	\$5.00	\$10.00	\$20.00	Checks/ Rolled Coin

APPENDIX C

Evening Cash Report

Month of _____

Date	Initials	Time	\$1.00	\$5.00	\$10.00	\$20.00	Checks/ Rolled Coin

APPENDIX D

Weekly Cash Report - Mendon Library		Daily Cash report	Daily Cash report	Daily Cash Report	Daily Cash
Date:	Cash Deposit				
\$0.01	\$0.00				
\$0.05	\$0.00				
\$0.10	\$0.00				
\$0.25	\$0.00				
\$1.00	\$0.00				
\$5.00	\$0.00				
\$10.00	\$0.00				
\$20.00	\$0.00				
Rolled Coins	\$0.00				
Subtotal Cash	\$0.00	\$0.00	\$0.00	\$0.00	
Checks # and Amt.					
Subtotal Checks	\$0.00				
Total Cash	\$0.00	\$0.00	\$0.00	\$0.00	
Deposit for Copies	-\$48.00				
Deposit for Library Charges	-\$192.00				
Cash on Hand each day		\$80.00	\$80.00	\$80.00	
Total Weekly Deposit	-\$240.00	-\$80.00	-\$80.00	-\$80.00	
Weekly Deposit to Town					
		Deposit	Deposit	Deposit	Deposit
\$0.01	0.00				
\$0.05	0.00				
\$0.10	0.00				
\$0.25	0.00				
\$1.00	0.00				
\$5.00	0.00				
\$10.00	0.00				
\$20.00	0.00				
Rolled Coins	0.00				
Total Checks	0.00				
Total Deposit	-\$240.00	\$0.00	\$0.00	\$0.00	

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