

East Fishkill Public Library District Cash Handling Procedures

Receipts

- Sierra receipts are issued to patrons for cash payment of fines, manual fines, replacement of a lost or damaged item.
 - If a payment is made by check, the clerk accepting the payment will write the check number on the receipt.
- Receipts are not generally issued for items for under \$3 e.g., earphones, bottled water, coffee.
- Receipts are not issued for services performed by a third party such as self-service photocopy machine.

Cash Counting & Storage

- Cash that is received over the course of a day is kept in a cash register / drawer located at the Circulation Desk. This includes overdue fines, lost material replacement fines, print fees, fax fees, photocopying and small purchases such as water.
- The cash drawer is emptied at the end of each day and cash is counted in the back office by an alternating two-person team, placed in an envelope along with the register tape / tally sheet.
- The envelope is sealed, dated, initialed, and placed in the slotted safe in the staff area.
- Each morning, the Office Manager runs a Cash Received Report in the ILS (at the time of this writing, Sierra by Innovative Interfaces, Inc.).
- The Office Manager recounts the cash in the morning and notates, compares it against the register tape / tally sheet and the Cash Received Report and then notes any overage or shortfall.
- Cash in excess of \$100 is kept in a locked safe.

Petty Cash

- Petty cash is used for urgent small purchases such as office supplies, special event needs or hardware store purchases.
- Petty cash purchases should be accompanied by a receipt. If no receipt is available, the employee should provide a statement explaining what was purchased, where, why, and the cost.
- The petty cash fund should be maintained at \$100 to \$250 depending on the seasonal need. When depleted, it should be replenished by submitting a voucher as in the manner of any other bill.
- The petty cash fund is maintained by the Office Manager and is reconciled monthly.

Deposits

- Bank deposits are made weekly by either the Office Manager or Director.
- Cash and checks are counted and noted on the Cash Received Report which is initialed by the Director before and after deposit to cross-check that the amounts listed are identical.

Absence

- If the Office Manager is absent for under five days, the received cash is counted and kept in the locked safe until her return. If over five days, the Library Director will assume cash responsibilities.