

## 800-05 — Cash Handling

### **Statement of Purpose**

This policy defines the responsibilities for any Fairport Public Library (FPL) employee who handles currency, cash equivalents, charge card transactions, or checks (“Cash”). Personnel that receives, handles, transports or deposits cash must follow documented procedures to prevent financial loss, prevent and detect errors, promote security and accurate financial reporting. Appropriate internal controls include the segregation of duties, safekeeping of cash, prompt deposit of all cash receipts, accurate reconciliation of collections, and appropriate record keeping.

### **Procedures**

#### *Cash Handling Procedures*

Procedures for the handling of cash receipts are designed to provide accountability for monies received. All FPL employees are responsible for complying with the policies and procedures described herein. Non-compliance with these policies and procedures could lead to disciplinary action.

Use of FPL funds or receipts for cashing checks is prohibited. Retention of cash from outside sources for use as petty cash or making change is prohibited.

Cash should never be left unattended, for any period of time.

When a FPL employee receives cash, it is to be deposited immediately into the cash register under the correct Accounting Category Key. All cash receipts are then identified by category with a detailed print out from the cash machine reports. All original charge card transaction receipts are attached to the original register receipt showing the correct category key.

If cash payments of larger than a \$20 bill are collected, the authorized person collecting the funds will use a counterfeit detection pen to detect counterfeit bills. Pages cannot take a payment of over \$10 or a bill of over \$20.

If a patron wishes to pay using a charge card, the charge will be processed through our secure charge card machine. No copies of the patron’s account number, expiration date, or CVV security code will be kept in the Circulation Department.

A receipt is given to patrons for every charge card transaction showing the date of the transaction and the amount charged to the patron’s charge card.

FPL does not accept credit card charges by mail. Telephone charges are taken. No written information is recorded when the charge is entered on the machine. The charge receipt is mailed to the patron.

FPL will accept personal or corporate checks for daily business transactions.

Bill for replacement items that are found that were previously paid for are refundable if the item and receipt are returned and the item is in good condition. If the receipt has not been returned and there is a record of the payment in the CARL system, reimbursement will be given. Reimbursement for a lost and paid item does not include the processing fee and the maximum overdue fine for the item. The payment must have been made at FPL. All reimbursements for found items that were billed for replacement must be within six months after the bill was paid. The refund is made from the cash register with cash. A “Cash Receipt” is filled out with all the information (amount and reason), signed by the patron, stapled to the receipt tape printed out by the register, and placed in the register’s cash drawer. The refund is also entered into CARL.

#### Cash Register Operation

Limitation of cash register operation: Only FPL employees with appropriate training are authorized to use the cash register during their assigned work shifts only. Each staff member using the cash register has a unique code which must be entered before the cash register is operated.

The cash register keys will never be left in the machine unattended. When not in immediate use the cash register key will be stored in the circulation workroom.

#### Cash Register Correction Log

All cash register mis-rings and errors will be recorded on an error form, including the date, time, and person responsible, the error made, and the initials of the clerk on desk duty, for pages. The cash register receipts for each occurrence will be placed with the error form. At the end of the day if there were any errors recorded circulation staff will put the error form in the end of day pouch.

#### Safeguarding Funds:

All funds collected during open operations are stored in a locked cash register. After hours, all funds are kept in a locked safe. Only circulation staff and supervisory personnel will have access to these funds during the hours the library is open. At the end of the last shift of the day, all funds and register tapes are transferred from the cash register by two FPL staff members to the drop safe in the staff workroom. Register pouches with daily transactions are secured daily. Access to library safes is limited to specific personnel.

#### Public Photocopier and other coin op equipment

The public photocopier and the document station printer both have a Coin/Bill Acceptor unit attached to it.

Once a week before the library is open, two Employees open the back of each vending unit. Any bills and overflow coins are taken out of each vending unit, counted, and entered into the cash register under the copier key. The cash is placed in the safe. A form with the amount entered is place in the cash register. Readings are taken from each machine meter and put on the copier log along with the amount taken from the machine. The log is kept by an administrative clerk. The funds taken from the coin-ops are reconciled with reports run from each device.

### Reconciliation of Register Money

“X” register readings retaken twice daily at 3:00 pm and at 6:00 pm by a clerk to make sure all registers are balanced.

### Cashing out Register

“Z” tape reading is taken at the end of each day by a clerk. With this “Z” tape reading, money is verified for cash, checks, Friends book sale money, credit card transactions, and any error notes. The administrative clerk sees that everything totals up correctly. If it does not total correctly, the register journal tape is pulled to try and locate the error. Any shortage or overage is noted directly on the paperwork and attached to the actual register readings. The administrative clerk counting the money initials the day’s register readings/paperwork and it is verified and initialed by another clerk for accuracy. The clerk reports register activity on a weekly basis to all circulation supervisors showing the status for each day. All deposit monies are kept in a locked safe in the staff work room with limited access.

Friends – the total amount of book sale money for each day is then pulled from the register money and placed in the dedicated pouch marked for FRIENDS. This money is kept in the library safe and deposited appropriately.

### Deposits

Deposits are approximately every other day. Approximately \$125.00 is kept on hand for making change when required. Money for each start up pouch is deducted from the total cash and the balance is deposited in the library’s bank account. Two clerks count and initial each deposit for accuracy. The number of startup pouches changes throughout the year as the Library hours change. All deposits are recorded in the deposit journal log along with all monies that were collected. Everything balances to this journal. The actual bank deposit slip is attached to the deposit slip written up by the clerk. At the end of every month all bank deposits are reconciled and then sent to the Treasurer at the FCSD.

### Petty Cash

Petty cash funds are for employee reimbursement of purchases less than \$20 where circumstances preclude following regular payment and reimbursement processes. Original receipt must be submitted for reimbursement, and a handwritten petty cash reimbursement receipt is signed by employee. Each petty cash receipt is retained in petty cash locked box with original purchase receipt.

Replenishment of petty cash fund is requested when fund balance equals \$20 or less. The Fairport Central School District issues a replenishment check when FPL submits an itemized voucher including original purchase and reimbursement receipts. The Fairport Public Library Board of Trustees has determined that the total FPL petty cash fund is \$50.

### Donations

#### *Gifts and Memorials*

Gifts (check or cash) received by a department should be forwarded to the Administrative Clerk with a Library Donation Form. Library Director acknowledges receipt of gift through a letter to the donor. Administrative Clerk deposits gift into the library’s bank account and updates Donations and Memorial spreadsheets accordingly.

## **Record Keeping**

All records are kept in accordance with New York State Record Retention and Disposal Schedule MU-1, for the length of time and in the format required.

**Adopted:** December 8, 2015

**Reviewed:** September 2020

**Revised:** April 13, 2021

## Appendix A — Cash Register Correction Form

**Cash register entry error/s**

Oops I made a mistake...⊗

\_\_\_\_ punched in the wrong amount

\_\_\_\_ punched check for cash

\_\_\_\_ punched cash for check

\_\_\_\_ clipped receipt to this note?

\_\_\_\_ Other (please explain)

\_\_\_\_  
**Initials (very important)**

**Cash register entry error/s**

Oops I made a mistake...⊗

\_\_\_\_ punched in the wrong amount

\_\_\_\_ punched check for cash

\_\_\_\_ punched cash for check

\_\_\_\_ clipped receipt to this note?

\_\_\_\_ Other (please explain)

\_\_\_\_  
**Initials (very important)**