



Financial Routine Town of Collins Public Library

Cash Register:

Each member of the staff will be trained for the cash register when they have shown their trustworthiness and when there is need. Each staff member will be assigned their own number to sign in to the register so they can enter monies. See the Procedures Manual at the desk for Cash Register Opening and Cash Register Closing.

Fine and Fee payment:

When a patron comes to the desk to pay a ~~fine or~~ fee, the staff will be clear about the amount owed, and answer any questions the patron has about what the fees are for. If there are additional questions, they should be directed to the director. The staff member will confirm with the patron the account information and how much they want paid. They will mark the amount paid in SIRSI and make sure the receipt prints. They will then put the amount in the cash register, and make the proper change. They will then return the change to the patron along with the receipt from the checkout printer. The receipt will be the proof that the ~~fee fine~~ was paid. The receipt in the cash register is the record of cash received for the library's records.

If there is not proper change in the register, the staff should see the Director or a Clerk for change.

Cash Handling:

Twice per month, or when the amount in the register reaches a threshold determined by the director, Each morning the receipts from the previous day will be counted, change for the new day established, and the amounts entered into the book keeping spreadsheet. The cash and receipts will be kept in separate envelopes for each period day and kept in a secure locked location. The receipts will be counted and signed off on by two staff members.

Bank Deposit:

At least twice monthly, the money from the daily receipts will be re-counted, compared to the daily receipt totals as well as the book keeping spreadsheet, and each checked for accuracy. Then the money will be prepared for a bank deposit. The money for fees fines, etc. go into the Operating fund account. Any other checks, donations, etc. will also be deposited into the proper Fund Account at this time. A deposit sheet will be filled out, and a copy put with the financial records for the treasurer, and another copy kept on file in the library.

Adopted by the Board of Trustees 12/15/2016, reviewed 12/6/2018 & 12/6/2020. For review 12/8/2022.