



PETTY CASH FUND POLICY

This policy applies to the Aurora Town Public Library, a contracting member library of the Buffalo & Erie County Public Library.

The Board of Trustees of the Aurora Town Public Library (ATPL) has established a petty cash fund be spent on the incidental needs of the Library. Items purchased will then be charged back to the appropriate account.

- The Library Director and Senior Library Clerk shall be responsible for the management of the petty cash account.
- The petty cash fund will be maintained at no more than \$500.00 from the ATPL's local funds checking account.
- The Senior Library Clerk shall maintain receipts and bookkeeping records for the petty cash account, which will be reviewed by the Library Director.

Procedures:

- Use of Petty Cash must be pre-approved by the Library Director, or in the event the Director is absent, the Full-Time Librarian.
- A "Request for Cash" must be completed, stating date, name, amount, and purpose for the money. When the item is purchased, the actual receipt and change will be returned to the fund. Both the "Request for Cash" and the purchase receipt will be kept with all other financial papers as required by the New York State Retention Law.
- All purchases made on behalf of the Library are tax-exempt, and a tax exemption form will be provided to all vendors at the time of sale.
- Funds will be disbursed to the person who purchased the item(s) by the Senior Library Clerk. In the event the Senior Library Clerk is absent, the Director or Full-Time Librarian shall assume those duties.
- The Director and Senior Library Clerk will prepare a monthly financial report to be presented to the Board on the day of their regular monthly meeting. The period covered by the report shall include records of purchases made in the calendar month before the meeting.
- The fund will be counted monthly by the Senior Library Clerk and approved by the Library Director.
- The Petty Cash Fund will be kept locked in the bottom right drawer inside the Senior Library Clerk's desk.

Approved by the Board of Trustees of the Aurora Town Public Library on February 27, 2018.
Confirmed March 27, 2018. Amended October 27, 2020. Amended October 28, 2025.