

## **Newstead Public Library – Petty Cash Fund**

The Board of Trustees of the Newstead Public Library establishes a petty cash fund for the purpose of paying small cash amounts to be spent on the incidental needs of the Library. Items purchased will then be charged back to the appropriate account.

- Will be drawn from money given by Friends of the Newstead Public Library
- A check of \$100 will be given monthly as needed by the Friends
- The fund will be counted by the clerk and reviewed by another staff member.
- Funds will be kept in Petty Cash Envelope in the safe.

Procedures:

- Use of the fund must be pre-approved by the Library Director or the Librarian in charge
- When the item is purchased, the actual receipt and change will be returned to the fund.
- Purchases will be entered on Petty Cash Spreadsheet.

Approved by the Board of Trustees of the Newstead Public Library on September 21, 2016.