Approved by the Chili Public Library Board May 26, 2015
Revised July 22, 2025

Chili Public Library Cash Handling Policy

OVERVIEW
The Chili Public Library (CPL) collects money annually through cash register, online, and direct access points. Cash collection for CPL services, sales, fines and fees are an essential component of operations.

It is the goal of the Chili Public Library to ensure safe and secure handling of money through an efficient cash management program. The procedures outlined in this policy document are required practice for CPL staff; the document shall be utilized as a reference and training tool and will be updated as necessary. It is recommended that where revenue is collected in the library, specific guidelines or tasks are provided for staff to ensure procedures adhere to the policies set forth in this document.

CASH COLLECTION POINTS
Register

- CPL collects cash via register transactions with a single register at the circulation desk. Cash collection includes material fine payments, , lost item fees, facsimile/print usage, miscellaneous, Spark lab fees, (jump drive, ear buds, lamination) and the in-house book sale.

- CPL accepts Mastercard, Visa or Discover credit card payments or Master card, Visa or Discover debit cards run as credit card transactions for the above library charges. The library will not accept American Express. The library does not accept debit card transactions or charges over the phone.

Non-register sources

- CPL utilizes a petty cash fund which is maintained by the Accounts Manager.
- CPL collects cash and check donations made on behalf of the Chili Public Library Memorial Fund. All funds received are recorded and accounted for and deposited into the Memorial Fund. Money is dispersed into the Money Market Account and Checking Account.
- CPL accepts cash and check donations on behalf of the Friends of the Chili Public Library fundraising activities (for example, raffles, sales of coupon books and Friends items, and Friends Book Sale).
- CPL accepts cash and check donations on behalf of the CPL Foundation fundraising activities.
- CPL accepts cash and check donations on behalf of the Chili Town Hall for the sale of published materials by the Town.
- CPL Circulation Desk acts as a revenue collection point for the CPL Coffee Fund.

Online Revenue

- CPL receives from the Monroe County Library System (MCLS) online fine and fee collections.

CPL PROCEDURES | REGISTER
The CPL cash register is operated and maintained by the Circulation staff under the supervision of the Library Director, the Circulation Desk Supervisor, and the Accounts Manager. The Library has specific documentation for staff training and operations, but includes the following key provisions:

- There is $75 in the register cash drawer at the start of the day.
- Circulation employees work four-hour shifts at the check-out desk.
- The number of employees that operate a cash register optimally should be limited to no more than three per shift (two clerical, one reference staff). This is not inclusive of the Circulation supervisor or the Accounts Manager, who may assist in register coverage.
- Cash register manuals are kept in the bookkeeper's office.
- Cash register keys are kept in a designated secure location. Access to the keys must be limited to the individual taking the "Z" reading and the person in charge of daily operations.
- When cash, defined as Currency, Individual or Company Checks, Money Orders, or Charge Card transactions, is received from a patron, it is entered into the cash register. Each employee has a unique two-digit code they enter before submitting a transaction. The following are categories on the cash register for money entered: fines, booksale, printing, UMS fees,, bills for replacement, purchase of computer accessories, FAX, or interlibrary loan fees, and Spark Lab fees. Each category key has its own code number that shows on the end of night "Z" reading that is run by the circulation desk staff.
- When a staff person realizes they have made a mistake using the cash register, the staff person earmarks the register tape at that point before proceeding.
- Money received for a patron's account in the amount of $1.50 or more receives a printed receipt . Patrons may request a receipt for amounts less than $1.50.
- Any bounced checks, checks returned insufficient funds, will have a charge of $25.00 due from the patron. This fee is subject to change as notified by the Town's Finance Department. The amount to cover the bounced check and the bounce fee must be paid in cash to clear the patron's account.
- A "Z" reading is taken at the close of each day.
- At the end of the day one circ desk staff person counts the cash register drawer in the back work room. That person completes a Cash Register Tally form by counting the cash drawer and entering the information on the tally form. Both the cash register drawer and the tally form is double checked by a second staff member. Circ desk staff initial the tally form. The tally form and the day's cash is put in a daily money bag that is put in the safe.
- A copy of the end-of-day credit card settlement is scanned to the Town's Finance Department.
- The Accounts Manager receives and reviews the daily Cash Register Tally forms.
- The Accounts Manager receives and reviews all cash register "Z" readings/tapes. "Z" tape data is entered on an excel spreadsheet. "Z" readings should be consecutive, and cash collected should match the "Z" read tape. If there is a discrepancy, the reason should be investigated. The Accounts Manager informs the Library Director of any significant discrepancy.
- Tapes will be in the Work Room office for two s.
- Before being deposited, all cash receipts for a calendar week are noted on a Revenue spreadsheet and totaled by category, such as fines, etc. The totals are then entered on a separate bank deposit slip, showing cash and checks, then deposited in the bank on a weekly basis. The bank deposit receipts are then stapled to a completed Library Fund Revenue form according to their category and given to the Town's Finance Department. A photocopy of each form is given to the Library's Finance Clerk. All this is done by the Account Manager.

CPL PROCEDURES |NON-REGISTER

Petty Cash

Petty cash is intended for small expenditures, for less than $100, of a non-recurring nature, which would normally be impractical, due to time or cost, to pay it through the check disbursement process, or if not purchased on a business charge card. The Accounts Manager maintains a cash box in the safe at the amount of $200 and monitors the supply. Petty cash can be provided in advance or on a reimbursement basis, but the latter is preferred. Cash advances require the Director's or Assistant Director's signature approval. For reimbursement, the purchaser must provide the original receipt to the Accounts Manager. The Fund must at all

times contain cash and/or receipts totaling the original Fund amount. When it is determined by the Accounts Manager that replenishment of the Fund is necessary, the Accounts Manager will remove all Receipts and have a voucher prepared itemizing all expenses. A check will then be issued by the Town for the amount to the Petty Cash Fund in the name of the Director of the Library. The Director will sign the check, the Accounts Manager will cash the check and then will put the cash in the cash box that is in the safe.

CPL Memorial Fund

Donations Received
The Memorial Fund is for the processing of memorials, gifts and proceeds from the in-house book sale. This fund is set up to provide money for the purchase of items not covered by the library's budget. The bookkeeper handles direct revenue collection for the CPL Memorial Fund. When cash and checks are received, they are placed in the library safe. Money received for the fund is recorded in the Banking Statement Report which is reviewed at the Library Board's monthly meeting. The report shows the source of the donation, the date banked and the specified use if indicated. The checks are copied, and the donations are recorded and forwarded to the Accounts Manager who counts all donations, fills out deposit slips, forwards a copy to the Bookkeeper, and deposits monies into the Library Memorial Fund Money Market Account. The Bookkeeper verifies these entries upon monthly balancing of bank statements. Letters of appreciation are sent to all donors by the Library Director indicating the usage of the funds if a specific request has been made.

Money Market and Checking Accounts
Expenditures are paid by check. If needed an amount is transferred from the Money Market Account into the Checking Account. One consecutively numbered receipt book shall be used by the bookkeeper. Receipt books are securely stored by the bookkeeper. Checks under $1,000 written from the CPL Memorial Fund requires the Library Director approval. Checks over $1,000 require approval from the Library Board. The check is entered in the checkbook and recorded in the monthly Banking Statement referencing what was purchased. If a mistake is made while completing a check, the page is marked "void" and kept with the book. Copies of the invoice, the check date and number, the item purchased, and price are placed in the Library Memorial Fund Notebook. The check may be signed by the Director, a Board Member or the Bookkeeper who are currently on file at the bank for the library accounts.

Certificate of Deposits (CD's)
If more funds are present than are currently needed for expenditure the Library Board may decide to set up a better interest bearing account such as a CD where the money may not be used for a set term of months or years. Interest earned is deposited back into the CD. It is the determination of the Board to decide the length of term and the bank to use. The prevailing interest rates normally determine this.

Coffee Fund
The Coffee Fund was created by the Library Board on August 31, 2004, and is a service provided to patrons whereby they may purchase a cup of Leaf N' Bean Coffee when visiting the library. The fund was created through a patron donation to the Memorial Fund for this purpose. The Accounts Manager maintains a cash box at the Circulation Desk and monitors the supply. Money from this fund is collected and put in the library safe until recorded and banked by the Accounts Manager. Any proceeds from the fund goes toward the purchase of coffee and supplies. The Library Board approved profits go to the Friendship Committee of the Chili Public Library not to exceed $500 per year. This will be reviewed on an annual basis. Any additional profits will be deposited in the Memorial Fund.

Revenue Collected for the Friends of the Chili Public Library
The Circulation Desk handles revenue collection for fundraising activities by the Friends of the CPL that occur at the desk. Those at the Circulation Desk should adhere to the following key provisions:

- Cash and checks collected for these fundraisers is put in an inner office envelope in a drawer at the circ desk and collected by the Friends treasurer.
- Money that is collected for Friends' memberships is put in the Friends' treasurer's mailbox.

Revenue Collected for the CPL Foundation
The Circulation Desk handles revenue collection for fundraising activities by the CPL Foundation that occur at the desk. Those at the Circulation Desk should adhere to the following key provisions:

- Cash and checks collected for these fundraisers is put in an inner office envelope in a drawer at the circ desk and collected by the Foundation treasurer.

Revenue Collected for the Town of Chili
The Circulation Desk handles revenue collection for sale of Town of Chili items that occur at the desk. Those at the Circulation Desk should adhere to the following key provision:

- Cash and checks collected for the Town is put in an inner office envelope in a drawer at the circ desk and collected by the Town Supervisor's Secretary.

SAFE ACCESS & DEPOSIT
CPL maintains a safe. Safe management and bank deposits shall adhere to the following key provisions:

- Access to the safe is limited to specific staff, with listing maintained by the Library Director.
- Safe access should be limited to the Library Director, Assistant Library Director, Circulation Supervisor, and the Accounts Manager, and Bookkeeper.
- Cash receipts must be deposited to the bank on a weekly basis.
- It is recommended to stagger the time of bank deposits, and to conceal bank envelopes, to reduce any predictability with cash carrying practices.

CPL MATERIALS
Materials discarded as part of the CPL's collection development policy should be given to the in-house booksale or the Friends of the Chili Public Library. Items not sold at the in-house booksale or by the Friends of CPL may be given to needy organizations.