

Cash Handling, Check, Credit Card & Reimbursement Policy

Approved by the Library Board of Trustees
6/19/2024

This policy defines the responsibilities for any North Valley Public Library (NVPL) employee who handles currency, cash equivalents, or checks, credit cards and internal controls for check writing, credit cards and reimbursements.

Employees that receive, handle, transport or deposit cash must follow appropriate internal controls and 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, and accurate reconciliation of collections, and appropriate record keeping.

Non-compliance with these policies and procedures could lead to disciplinary action.

Cash & Check Receipts

The North Valley Public Library collects monies via a single cash register located and operated at the circulation desk. Money for prints/photocopies are through an automated self-service coin and bill accepting vending machine called Jamex.

There are two keys for the cash register. At the close of the business day, evening staff lock the register and remove the keys to another location known to all the circulation staff. Daily cash receipts remain in the register until the weekly bank deposit is prepared.

Patrons pay cash for equipment and ILL overdue fines, lost and damaged fees, prints/photocopies, book sale, small change donations, and interlibrary loans. NVPL does not accept personal checks for these small daily business transactions. Staff enter checks for donations into the register. Employees stamp all checks with a bank deposit stamp before entering into the register. Staff report all donations to the Director and Assistant to the Director.

When a NVPL employee receives cash, the monies are to be deposited immediately into the cash register under the correct Accounting Category Key so that all cash receipts are identified by category with a detailed print out from the cash machine reports once a week as outlined below. They also enter the details of the transaction on a print log next to the cash machine.

Only NVPL employees with appropriate training are authorized to use the cash register during their assigned work shifts only.

Use of NVPL funds or receipts for cashing checks is prohibited.

Under no circumstances may cash be removed from the register to make purchases, even small purchases.

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

All cash register mis-rings and errors should be noted on the register tape, including the date, the error and correction made, and the initials of the clerk responsible.

The Assistant to the Director or designated backup, per the instructions in the Standing Operating Procedures, totals the register and cashes out the Jamex once a week.

The Assistant to the Director, or designated backup receives all cash register "Z" readings/tapes. Discrepancies are investigated and recorded. If regular discrepancies are found the Assistant to the Director informs the Director, and informs all staff of the errors, reminding staff to mark any entry errors.

The cash collected throughout the week is not of sufficient quantity to warrant more than one trip a week to the bank, averaging less than \$200 a week and also serves as change.

A deposit slip is made ready by the Assistant to the Director, or designated backup. All cash, except for the \$35 cash till is to be deposited into the bank. The Director deposits the weekly receipts into the bank. If the Director is on vacation, then the designated staff member other than the one preparing the deposit will bring the deposit to the bank.

The Assistant to the Director enters a revenue voucher of the deposit into the Black Mountain Accounting software weekly and writes the RV # on the deposit slip. All RV are entered within a week, and always before the bank statements are reconciled for the end of the month.

At the end of the month, bank statements are reconciled in Black Mountain by the Director.

The Director presents the monthly bank statement and the reconciliation report to the Chair at the monthly board meeting.

Check Payments

The Assistant to the Director receives bills and invoices to enter claims of expenses into the Black Mountain software, following the BARS chart of Accounts, and using the budget categories. Before printing any checks or paying any electronic invoices, the Library Manager prints out a Claim Approval List. The Director examines the Claim Approval Lists and makes sure that the fund, account and object code are correct, and the expense is in the correct budget category, and all expenses are approved.

After the Director approves and signs the Claim Approval List, checks are processed by the Assistant to the Director, or designated backup. The Director is the contact for all electronically paid claims. If the vendor allows two contacts both the Director and Assistant to Director should receive confirmation emails.

The Board of Trustees require all checks that draw funds upon the North Valley Public Library checking account have two signatures. The Library Director and all Board members are signers on the account.

Credit Cards

As with all library accounts, the Library credit card account is only for Library business.

There is one North Valley Public Library credit card account for the library and the director authorizes its use by staff. Examples of credit card use:

- Reoccurring online subscriptions such as OneCall, website registration.
- Travel, meeting and membership expenses.
- Orders of online supplies.
- Local store supplies.

All credit card transactions are entered into Black Mountain software and appear on the Claim Approval List.

Credit cards are to be kept in a secure location.

Employee & Board Reimbursements

As a public institution, the North Valley Public Library must make the most efficient and effective use of funds. It strives to do so in a manner that ensures transparency, accountability, fiscal responsibility, and compliance with applicable laws and procedures.

It is best practice to purchase materials with a library check or funds, or through local vendors at which the library has accounts.

However, a reimbursement may be required for travel or when a program supply was not anticipated in time for a program.

Travel reimbursements are for mileage, meal allowance, and hotel expenses. Reimbursements are at the same rate as established by the Montana Code Annotated. A travel expense report needs to be filled out, and accompanied by receipts. The travel expense report is updated yearly with the IRS mileage rate. All travel expenses must be approved by the library director.

Employees requesting reimbursement for anything other than travel need to submit receipts and fully fill out all fields on the Reimbursement Request form found in the Standing Operating Procedures. Food purchases need pre-approval. Reimbursements above \$25 need Director pre-approval.