

1/12/2017

## **Cash Procedure at the Berne Public Library**

1. Cash is accepted at the circulation desk for fines, copies, faxes, laminating, coffee, book sales, phone use, new cards, and donations.
2. Amount and purpose is entered into the cash register and money is placed in register drawer. Receipt is given if asked for.
3. Money is paid out for postage only.
4. At the end of the evening, the cash register drawer with money is placed in a locked filing cabinet. The cash register is left open.
5. The cash register drawer starts each month with \$25.00 in cash (three fives, seven ones, six quarters, ten dimes, nine nickels, and five pennies).
6. When the cash register appears to have over \$40 during the month, cash is removed from the register and placed in a locked cash box in a locked filing cabinet.
7. At the end of each month, the money is counted and given to the treasurer, minus the original \$25 which is left in the drawer.
8. Along with the money, the treasurer is given a spread sheet of the amount collected in each category along with a copy of the cash register summary.
9. The treasurer is also given receipts for any postage pay outs.