

CIRCULATION DESK CASH RECEIPTS POLICY

Money boxes are located in the Circulation desk safe. Two people from the Circulation staff need to be present to open the safe. The Circulation staff counts the money in the money boxes when they place the money into the registers to verify that the money in the boxes is correct. Each box totals \$40.00. Each Circulation staff member shall be assigned a unique cash register code for collecting cash receipts.

Two Circulation staff members perform the register closing procedure. Both employees must count the money and put the totals into the register and run the closing receipt tape. Both clerks must initial closeout cash count receipts next to COUNT and the person that puts info on screen initials RUN. The tapes and money are put into the money boxes and the boxes are then placed into the Circulation desk safe. The safe is then locked by the employees.

An Administration staff member retrieves the cash receipts in the money boxes the next morning from the Circulation desk safe and brings them to the Administration Office. One person counts the cash box brought up from Circulation and fills out the corresponding numbered Daily Fine Sheet. The second Administration person reconciles all the money and credit card payments from the reports printed out from the Envisionware software for that day.

All fines and miscellaneous income are noted on a Tally Sheet and deposited into the appropriate bank account.

The Administration staff member prepares the money boxes for the next day. Each box total \$40.00. A new Fine Sheet number and date is affixed to each box. The boxes are then brought down to the Circulation desk and secured into the Circulation desk safe.

Adopted by the Board of Trustees of the
Jericho Public Library May 11, 2015
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