

## **Cash Receipt Policy**

All fines assessed and collected on overdue library materials will be properly recorded in the ALMS system and entered in the cash register. Money received for damages, lost items, used books, replacement cards, donations, copier and program fees will be properly recorded in the cash register. At the end of the day, the cash register will be reconciled. Cash and checks will be counted and recorded daily, at closing time, on the cash register transaction report.

The clerk reconciles the daily cash register transaction report with both the ALMS cash summary report and the cash collected and reported at the end of the day. The treasurer confirms cash receipts monthly.

All checks received are to be stamped "For Deposit Only, Woodward Memorial Library". Under NO circumstances are these checks to be cashed.

Deposits will be made monthly, unless there are more than 5 checks or over \$800 cash.

All cash and checks will be adequately secured in a lock box and access restricted until deposited.

Monies collected for lost or damaged materials will be recorded in the ALMS system. A receipt will be written and duplicate saved for patron and the Library. Monies and documentation of the item will be given to the bookkeeper for proper removal and notation. If a patron finds and returns the lost material their money will be refunded. The original receipt will be given to the bookkeeper.