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Henrietta Public Library
625 Calkins Road
Rochester, NY 14623

Cash Handling Policy

Adopted September 2016

Updated October 2019

Scope

The Henrietta Public Library collects monies through multiple cash points. Cash collection for Henrietta Public Library services, sales, fines, and fees is an essential component of operations. It is also a component requiring evaluation of risk and adherence to both Town of Henrietta policy and Henrietta Public Library policies and procedures.

It is the goal to ensure safe and secure handling of monies through an efficient cash management program. The policies outlined in this document are required practice for Henrietta Public Library; the document will be utilized as a reference and training tool and will be updated as necessary.

Register

Library staff collects cash via register transactions with two registers. Cash collection includes patron account balances for fees and fines, fax/copy/print usage, Book Shoppe sales, out of county cards, and special promotions. Special promotions will include fundraisers and anything deemed necessary to keep a separate total and will have its own cash register key.

The cash registers are located and operated at the main circulation desk and the Children's service desk. The cash register is maintained by the bookkeeper/administrative assistants, hereafter referred to as the Henrietta Public Library finance staff.

Safe Access & Deposit

Henrietta Public Library maintains one safe. Safe management and bank deposits will adhere to the following key provisions:

- There is one safe at Henrietta Public Library. Access to the safe is limited to specific staff, with list maintained by the director.
- Daily cash receipts are held in the safe until weekly bank deposit.



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Responsibilities of Henrietta Public Library Finance Department

- Henrietta Public Library finance staff receives all cash register “Z” readings/tapes with daily monies in two daily pouches.
- Monies are reconciled daily with Z-1. Discrepancies are investigated and recorded.
- Daily cash receipts are totaled and deposited weekly according to town procedures and policy.

Safeguarding Funds

All funds are secured in the office safe. Funds include daily cash collections, petty cash fund, out-of-county collection, Book Shoppe sales, Friends of the Henrietta Library’s hospitality fund, and special promotions.