

**Allenstown Public Library
Cash Receipts Policy and Procedures**

Library staff and the library's Board of Trustees have a fiduciary responsibility to the taxpayers of Allenstown for all monies collected by the library on a day-to-day basis. It shall be the policy of this library to maintain and ensure the security and accountability for all funds collected by library personnel.

CASH RECEIPT PROCEDURES – RSA MONIES

1. The only individuals authorized to collect funds for this library from the general public during normal business hours are library staff and trustees. Volunteers may collect monies for fundraisers only.
2. All cash will be added to either the "petty" fund or the "computer" fund. Fees collected from copying, printing, and faxing must be added to the computer fund. Funds collected from fees/fines and donations can be added to the petty fund.
3. All cash received as a result of donations, fines, fees, copying, printing and faxing will be recorded on the Money Record spreadsheet in the petty or computer table.
4. The library currently receives payments by cash or check only. Credit cards cannot be processed.
5. All cash will be kept in the locked drawer in the library director's desk.