

**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 of 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 the "petty" fund
3. All cash received from donations, copying, printing, fees, and faxing will be recorded in the money record notebook.
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.

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