Petty Cash Policy

Money exchanged and kept at the circulation desk needs special processes for documentation purposes and security. The librarian assigned to work the desk is in charge of entering the correct amounts for services rendered at Caruthersville Public Library (copies, faxes, new cards, fines for loss or damage, and notary public). All money must be input into the cash register for proper accounting of cash taken in and the service for which payment was made.

The cash register will be cleared with a printout every Monday morning and the circulation librarian will initial the printout, reconciling the amounts and making any necessary notes on the tape. This will then go to the director for input into the library’s financial records. A note with the amount will also be kept in the cash/checks notebook at the circulation desk and initialed/signed off by the circulation librarian responsible for this duty.

Memorials and Honorariums will be processed by the librarian assigned to this duty. These funds will be entered into a notebook at the circulation desk and initialed/signed off by the one in charge of these donations. The notebook will be kept for additional documentation in the director’s office.