Cash Handling Policy

This policy describes the proper handling of all money taken in by Dover Plains Library staff. The practices this policy outlines protect all staff from charges of mishandling funds.

Money from Patrons

Circulation Desk Staff accept payments from library patrons only in the forms of cash or check. Funds are accepted for donations, printing/copying, replacement costs, fees for proctored exams, and other Dover Plains Library-related purposes as stipulated by the Library Director.

All cash will be placed in the Circulation Desk cash box. Checks will be stamped and placed in the Circulation Desk cash box. Library patrons should be offered a receipt from Sierra for all payments related to charges on their library accounts. Circulation desk staff may write paper receipts for library patrons who request a receipt for payments made for any charges outside of Sierra.

Cash Box Reconciliation

At the end of the day, two staff members will count the money in the cash box. They will also tally the amount recorded on the Daily Log sheet that tracks funds received throughout the day. The amount received that day will be placed in a zippered pouch. There should only be $60 left in the cash box. Both staff members will write their initials on the Daily Log sheet to attest that they each counted both the money in the pouch and the money left in the Cash Box for the following day. The zippered pouch containing that day's income and Daily Log sheet should be given to the Library Director, or placed on the Library Director's desk.

Between 9:45 - 10 am before opening, two staff members will count the money in the Circulation Desk cash box and write their initials on the Daily Log sheet to attest that there was $60 present at the start of the day.

Any staff member accepting payments from a Library patron will enter the amount, the check # (if applicable) and the reason for the payment on the Daily Log sheet.

Every morning, the Library Director counts the contents of the zippered pouch from the day before and initials the log for that day to attest that the amount received matches the amount indicated on the log.

The cash and checks received are kept in a locked drawer in the Library Director's desk. Every month, the Library Director uses the Daily Logs to tally the total funds received for the following reasons: Copies, Printing, Fines & Fees, Replacement Costs, and RE Exam Proctoring, using additional categories as needed for other causes of payment.

At the end of the month, the Library Director reconciles the total funds received with the totals indicated on the month's Daily Logs. The Director prepares the deposit and both the Assistant Director and the Director count the deposit and initial the slip to indicate they counted the same amount. The Library Director deposits on a monthly basis at a minimum, but may, at their discretion choose to make additional deposits.

Approved by the DPL Board of Trustees, 2/7/2024