

MONEY HANDLING POLICY

Approved: April 25, 2016

Reviewed: February 26, 2018

Cash Drawer will be balanced at the close of each day and bank bag will be locked up.

Deposits will be made by the Library Director. Deposit function should be separate from the Bookkeeper function. A copy of the items taken to the bank shall be kept.

The bill list should be generated directly out of Quick Books.

The signed checks should be mailed by an individual independent of the bookkeeper.

The Treasurer will receive unopened bank statements. The Treasurer shall inspect the statement for unusual activity and reconcile cancelled checks.

Upon completion of the reconciliation, the Treasurer shall sign and date the statement.