

KPL Policy on Receipt of Monies For Copies, Fines, and other Items

The purpose of this policy is to establish procedures for the handling of fines, donations, faxes, the sale of books, and other monies received at the Library from patrons, guests or users of the Meeting Room.

Copies, fines, faxes, and other Miscellaneous fees: The receipt of these funds will be noted on the daily log sheet found in the binder next to the cash drawer. The staff member or volunteer receiving these funds will initial the notation. Patrons shall be asked if they desire a receipt for their payments and if so, be provided with one. At the end of the work day the Director or his/her designee will total the daily log sheet, subtract any cash-drawer expenditures, and make note of any necessary deposit.

Cash receipt totaling more than \$10.00 will be taken to City Hall and deposited in the Library's donation line item. All deposits must be made within three (3) working days of their receipt.

In the event funds are needed from the Cash Drawer to pay for items that cannot be obtained in a timely manner through the regular purchasing process the Director will make notation on the daily log sheet of the need for the item, the amount paid, and place the appropriate receipt on the back side of the daily log sheet. Staff is prohibited from purchasing items and seeking repayment without the prior approval of the Director. No repayment will be approved unless accompanied by a receipt from the vendor from where the items were obtained.

The Cash Drawer will contain a minimum of forty dollars and no more than fifty dollars at the beginning and end of the work day.

Daily log sheets will be made available to the Board Treasurer for his/her review upon request.

Sale of Used Books. Funds received from the sale of books, audiobooks, movies, and periodicals will be placed in the Foundation lock-box found on the shelf beneath Circulation Computer Station 1. It will be the responsibility of the Board Treasurer to periodically check the lock-box and make any necessary deposits.

Receipt of Monetary Donations. All donations whether by check, cash, money order, or any other means will be given to the Director who in turn will log the amounts on a master log sheet indicating the date, the amount, and the individual making the donation. The Director will notify the Board Secretary/designee and the Board Treasurer of the donation in a timely manner. All donation funds will be kept in a secure place pending receipt by the Board Treasurer.