



## **Southwest La Plata Library District**

### **Petty Cash Policy**

#### **I. Purpose**

The Southwest La Plata Library District (SWLPLD) recognizes that cash payments will be made to the library from time to time. Because SWLPLD does not accept credit card payments, cash or personal checks must be accepted as methods of payment. Some services provided by the library are provided at a minimal cost to the patron in order to cover the expenses associated with that service. Lost and/or damaged books may be paid for with cash or personal check. Additionally, library staff may occasionally be offered small cash donations. Change may need to be provided. From time to time, it may be necessary for an employee to use cash funds for library related purchases and expenses. Therefore, a petty cash fund will be established at each library branch.

This document contains SWLPLD policies regarding the management of the petty cash fund by the Petty Cash Custodian. It outlines procedures for receiving cash payments for lost and damaged books, cash payments for copies and other "for fee" services, and small cash donations. It also outlines procedures for using cash reserves designated "petty cash."

#### **II. Definitions**

- **Petty Cash:** A small amount of cash, currently \$100, accessible to library employees, which may be used to pay for minor or incidental expenses for a library branch or library activity.
- **Petty Cash Custodian:** The branch manager at each library will be the custodian of the petty cash funds.
- **Small Cash Donation:** Any amount of money, up to and including \$20.00, offered freely to library staff without conditions attached.
- **Short term, contract labor expenses:** Small payments for help setting up equipment, moving furniture, etc. when such help does not exceed two hours, occurs infrequently and is beyond the scope of a library

employee's normal duties. Such expenses should be accompanied by an invoice, which may be created by a library employee. A series of payments to the same person may not result in total compensation greater than \$600 for a calendar year.

### III. Petty Cash Custodian Responsibilities

The petty cash custodian shall

- Provide adequate precautions for safekeeping the petty cash fund
- Obtain original receipts for each payment or purchase using petty cash
- Monitor petty cash fund weekly to verify cash box total matches the running balance
- Reconcile the petty cash fund by the 25<sup>th</sup> of each month, using the Petty Cash Reconciliation Form
- Submit to the library director:
  - Running Balance form, receipts and
    - excess funds, or
    - appropriate documentation for replenishing the petty cash fund

Upon discovery, any missing funds or shortages over \$1.00 must be reported immediately to the library director.

In the absence of the Petty Cash Custodian because of illness, vacation, etc., each library's executive assistant may serve as Petty Cash Custodian.

### IV. Library Staff Responsibilities

All library staff are responsible

- to accept cash for payment of services, damaged or lost books, or small cash donations
- to provide a receipt for cash payments to the patron
- to place a receipt for cash payments in the petty cash box
- to accurately make change

### V. Petty Cash Expenditures:

Petty cash expenditures shall be consistent with all applicable statutes, rules, regulations and this policy. The use of petty cash to make purchases is an exception to SWLPLD's formal procurement methods. The SWLPLD debit cards are the preferred method for making purchases. However, if the library debit card is not available, petty cash may be used.

Petty cash must not be used for the following:

- To cash personal checks
- To make loans or IOUs
- To purchase alcohol or other controlled substances
- Payment or receipt of funds from Durango School District 9R
- Payment of travel expenses

Petty cash may be used for the following:

- Incidental expenses, not to exceed \$10
- Incidental expenses up to \$25, approved by the library director
- Compensation for short term, non-recurring labor expenses
- Items received by the library with postage due
- Parking expenses for library employees conducting library business
- Refunds to patrons who return lost materials after making payment, up to \$50. When a refund is required that exceeds \$50, a check shall be issued and mailed to the patron.

#### VI. Procedures for receiving cash payments

When receiving payment for a lost or damaged item:

- Look up the patron's account and find the replacement price.
- Collect the amount with cash or check. Give change, if needed.
- Fill out a receipt listing patron's name, date, book title and amount
- Sign the receipt.
- Put one copy in the cash box, give one copy to the patron, leave the third copy in the receipt book.

When receiving payments for prints/copies, laminating, book jackets or disc cleaning (See Appendix A for a summary of fees):

- Fill out a receipt with patron's name and date, service type and quantity, and total amount to be collected.
- Sign the receipt.
- Put one copy in the cash box, give one copy to the patron, leave the third copy in the receipt book.
- Collect cash or check. Give change, if needed.

If someone offers to donate money to the library:

- Encourage him/her to write a check to "The Friends of The Southwest La Plata Library District."
- Give the check to the library director.
- If the patron would like to donate cash, \$20.00 or less, follow the steps listed above regarding receipts.

This policy was approved 12/18/23 by the SWLPLD board of trustees.

**Petty Cash Policy**  
**Appendix A**

Southwest La Plata Library District "For Fee" Services

Prints/Copies

- Color: 50 cents per page, each side
- Black and White: 10 cents per page, each side

Book Jackets \$2.00 each

Note: Library patrons may only purchase the jackets; employees are not to cover the patron's book for them.

Disc Cleaning \$1.00 per disc

Laminating 8.5" x 11" only, \$1.00 per page