

HAZELTINE PUBLIC LIBRARY
FINANCIAL PROCEDURES 2018

Fiscal Report

Generate monthly report through the QuickBooks program.

Save a pdf/excel copy to computer and email it to each board member prior to the next board meeting for their review.

Cash receipts

Cash payments for fines, copy machine, fax, donations, and items purchased are recorded on a daily ledger. Payments are placed in gray cash box.

Every two weeks the ledger will be totaled, the money counted, recorded in QBs and deposited in the bank.

Receipts will be issued as requested to include date, payee, reason, and amount.

Checks

Checks are stamped with library bank stamp upon receipt.

Checks over \$200 are deposited within three banking days.

Banking

Deposits are made every two weeks of funds (cash and checks) received in library

Reconciliation of bank accounts

Statements are available on line via the bank site.

Print bank statements for the month from checking and money market account. Reconciliation is done to reflect month end, not carried over

Follow the QB procedures to reconcile the checking and MM accounts.

Keep monthly bank statement, deposit slips and reconciliation report together in library banking file.

Annual report to NYS

Prepare report as directed according to rules and instruction from NYS and CCLS.

Board will have the opportunity to review the report while CCLS reviews and makes adjustments. Final copy submitted to NYS will be reviewed by Board, kept on file at HPL and noted in board minutes.

Updated 3/27/2018

Approved 9-25-2018 6/4/2021 matches hard copy in policy book