

# **Fenton Free Library**

## **ACCOUNTING AND FINANCIAL POLICY AND PROCEDURES**

ADOPTED: 10/14

REVISED: 6/17

### **CASH RECEIPTS**

- A. All Cash Receipts should be locked each evening and deposited with 3 days of receipts or when the deposit amount exceed \$200, whichever comes first, but no less than monthly.
- B. For each deposit, an "Income Sheet" in the Banking Binder will be completed along with copies of checks from donors and deposit receipt. This sheet will properly identify how income should be categorized based on source and purpose of donation.
- C. There is NO PETTY CASH — all purchases will be made with library checks or by employees who will then be reimbursed.
- D. A TAX EXEMPT FORM will be used for all purchases. If it is not used, the employee will not be reimbursed the tax.
- E. Records of cash received must be totaled and itemized.

### **EXPENSE REIMBURSEMENT**

Employees need to submit for expense reimbursement by submitting receipts and documentation as to the purpose for the purchase so that it can be categorized properly.

### **CASH DISBURSEMENTS**

- A. Invoices received are held in a "Pending Payment" file once reviewed for accuracy by the Director.
- B. The Director will prepare checks and mailing pending signature by Authorized Signer.
- C. The Treasurer or Authorized Signer will review the pending invoices at least once monthly.
- D. The Director or Treasurer will document the check#, date and "PAID" on the invoice once a check is mailed.

### **BANK STATEMENTS**

The Treasurer will reconcile the bank statements monthly and record all activity. Any discrepancies will be brought to the Board of Trustees meeting the following month.

### **PAYROLL**

- A. Paychex is currently the payroll provider and prepares all NYS and IRS withholding and reporting on our behalf.
- B. Bi-weekly hours are submitted to Paychex by the Library Director.
- C. The Treasurer reviews Payroll monthly, quarterly and annual reports received by Paychex.

### **CHECK RECEIPTS**

All incoming checks must be restrictively endorsed, "for deposit only" with the library's checking account number, when received.