



STEVENS MEMORIAL LIBRARY

## **Cash Handling Policy**

The Stevens Memorial Library collects money in the form of gifts and donations; payment for lost items; copying, printing, and faxing services (“fee services”); and the sale of items to benefit the Library through The Friends of Ashburnham’s Stevens Memorial Library.

The Library Board of Trustees affirms that:

The Library will maintain complete transparency regarding all of its income and expenditures. The Library will dispense any monies over its opening balance to the appropriate party, either the Treasurer of the Town of Ashburnham, or the Friends of Ashburnham’s Stevens Memorial Library.

At no time will the Library hold more than \$100 in Friends money, more than 10 Friends membership envelopes, or \$130 in Town money (\$100 over the opening balance). If these amounts are exceeded, the money must be transferred to the appropriate party immediately.

No petty cash will be held at the Library.

Out-of-pocket expenses will be reimbursed through the normal warrant process when appropriate.

*Approved by Library Board of Trustees, February 2016*

*Reviewed April 2020*