



Stevens Memorial Library
20 Memorial Drive
Ashburnham, MA 01430
P: (978) 827-4115
F: (978) 827-4116
library@ashburnham-ma.gov

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.