

Wasatch County Library Cash Handling Procedures

Strong internal controls for cash collection are necessary to prevent mishandling of County funds and are designed to safeguard and protect employees from inappropriate charges of mishandling funds by defining responsibilities in the cash handling procedure. "Cash" is defined as coin, currency, checks and money orders; credit card transactions are currently unavailable at the library.

Wasatch County Library procedures for cash collection include the following:

- Accounting for cash as is it received. All cash is protected by using a cash drawer or other secure place until it is deposited.
- Adequate separation of duties and checks and balances includes cash collecting, depositing, reconciling and reporting.
- A daily cash management report is generated prior to cash collection; cash is balanced daily.
- Cash is collected and secured in the library director's office pending a twice weekly deposit at the County's Treasurer's Office or into an authorized County account revenue fund.
- Reconciliation of validated deposit forms will support documentation of the account statement.
- Approval by the Auditor's Office of any changes in cash handling procedures.
- Checks must be made payable to Wasatch County Library and will not be cashed or written for more than the amount of transaction.

REVIEWED and **REVISED** by **WASATCH COUNTY LIBRARY BOARD** this 31st day of October, 2012.

WASATCH COUNTY LIBRARY BOARD:

Rick Kellogg, Chairperson