North Valley Library Cash Handling, Check, Credit Card & Reimbursement Policy

Approved by the Library Board of Trustees
10/21/2026

EMPLOYEE & BOARD RESPONSIBILTY

This policy defines the responsibilities for any North Valley Public Library (NVPL) employee who handles currency, cash equivalents, or checks, credit cards and internal controls for check writing, credit cards and reimbursements and defines the board's control of expenses.

Employees that receive, handle, transport or deposit cash must follow appropriate internal controls and documented procedures to prevent financial loss, prevent and detect errors, promote security and accurate financial reporting. Appropriate internal controls include the segregation of duties, safekeeping of cash, prompt deposit of all cash received, and accurate reconciliation of collections, and appropriate record keeping.

Non-compliance with these policies and procedures could lead to disciplinary action.

CASH & CHECK RECEIPTS

The North Valley Public Library collects monies via a single cash drawer located and operated at the circulation desk. Money for prints/photocopies are primarily received through an automated self-service coin and bill accepting vending machine called Jamex.

There are two keys for the cash drawer. At the close of the business day, evening staff lock the drawer and remove the key to another location known to all the circulation staff. The daily cash received remains in the drawer until the weekly bank deposit is prepared.

Patrons pay cash for overdue fines (equipment/ILL), lost and damaged fees, prints/photocopies, book sales, small change donations, and interlibrary loans. NVPL does not accept personal checks for these small daily business transactions. Staff enter all transactions on a manual log. Employees stamp all checks with a bank deposit stamp before entering into the drawer. Staff report all donations to the Director and Assistant to the Director. The Assistant to the Director tracks donations of $100 or more into an Excel spreadsheet.

When a NVPL employee receives cash, the monies are to be deposited immediately into the cash drawer. They also enter the details of the transaction on a print log next to the cash machine.

NVPL employees with appropriate training are authorized to use the cash drawer only during their assigned work shifts.

Use of NVPL funds or receipts for cashing checks is prohibited.

Under no circumstances may cash be removed from the register to make purchases, even small purchases.

Cash should never be left unattended, for any period.

The Assistant to the Director or designated backup, per the instructions in the Standing Operating Procedures, totals the drawer and cashes out the Jamex once a week.

The Assistant to the Director, or designated backup retrieves the log of weekly transactions. Discrepancies are investigated and recorded. If regular discrepancies are found, the Assistant to the Director informs the Director, and all staff of the errors. If required, measures are taken to improve procedures.

The cash collected throughout the week is not of sufficient quantity to warrant more than one trip a week to the bank, averaging less than $200 a week and the cash also serves as change.

A deposit slip is made ready by the Assistant to the Director, or designated backup. All cash, except for the $35 cash till is to be deposited into the bank. A designated employee, other than the one preparing the deposit slips deposits the weekly receipts into the bank.

The Assistant to the Director enters a revenue voucher of the deposit into the Black Mountain Accounting software weekly and staples the deposit slip to the printed revenue voucher. All RV are entered within a week, and always before the bank statements are reconciled for the end of the month.

PAYMENTS & BOARD OVERSIGHT

The Assistant to the Director or designate backup receives bills and invoices to enter claims of expenses into the Black Mountain software, following the BARS chart of Accounts, and using the budget categories. Before printing any checks or paying any electronic invoices, the Assistant to the Director prints out a Claim Approval List. The Director examines the Claim Approval Lists with the invoices, and makes sure that the fund, account and object code are correct, and the expense is in the correct budget category, and all expenses are approved. The director makes sure the amounts and vendor match the invoices.

After the Director approves and signs the Claim Approval List, physical checks are printed by the Assistant to the Director, or designated backup.

The Board of Trustees require all checks that draw funds upon the North Valley Public Library checking account have two signatures. The Library Director and all Board members are signers on the account.

The Assistant to the Director contacts a board member to review the checks and a printout of the electronic claims and includes all the invoices. A board member reviews the expenses for accuracy, confirming the invoice amount and vendor matches the checks and the electronic claims. After reviewing for accuracy, the board member will sign the physical checks and sign/initial and date the

claims printout. After the electronic claims printout has been approved by the board member, the electronic checks may be paid.

There are some electronic claims that the board approved for automatic payment. Those include:
Insurance premiums
Copier maintenance agreement
Workers' compensation to Montana State Fund
Mobile Phone
Garbage

Automatic payment claims can be entered into Black Mountain as soon as they are paid.

At the end of the month, bank statements are reconciled in Black Mountain by the Director.

The Director presents the monthly bank statement and the reconciliation report to the Chair at the monthly board meeting. The board member checks for accuracy and initials and dates the report.

The entire board reviews monthly financial reports at their regular board meetings. The reports includes previous month's claims, statements of revenue, expenditure, and cash report.

CREDIT CARDS

As with all library accounts, the Library credit card account is only for Library business.
There are two North Valley Public Library credit card accounts for the library and the director authorizes their use by staff. Examples of credit card use:

- Reoccurring online subscriptions such as OneCall, website registration.
- Travel, meeting and membership expenses.
- Orders of online supplies.
- Local store supplies.

All credit card transactions are entered into Black Mountain software and appear on the Claim Approval List.

Credit cards are to be kept in a secure location.

EMPLOYEE & BOARD REIMBURSEMENTS

As a public institution, the North Valley Public Library must make the most efficient and effective use of funds. It strives to do so in a manner that ensures transparency, accountability, fiscal responsibility, and compliance with applicable laws and procedures.
It is best practice to purchase materials with a library check or funds, or through local vendors at which the library has accounts.

However, a reimbursement may be required for travel or when a program supply was not anticipated in time for a program.

Travel reimbursements are for mileage, meal allowance, and hotel expenses. Reimbursements are at the same rate as established by the Montana Code Annotated. A travel expense report needs to be filled out, and accompanied by receipts. The travel expense report is updated yearly with the IRS mileage rate. All travel expenses must be approved by the library director.

Employees requesting reimbursement for anything other than travel need to submit receipts and fully fill out all fields on the Reimbursement Request form found in the Standing Operating Procedures. Food purchases need pre-approval. Reimbursements above $25 need Director pre-approval.