

# **BONNER SPRINGS CITY LIBRARY FISCAL POLICIES**

## **Cash Receipting and Revenue Collection**

At the circulation desk, staff accepts payment by cash, check, or bank card and enters in appropriate category in the cash register. Categories include:

- a. Fines
- b. Copies
- c. FAX income
- d. Replacement cards
- e. Lost/damaged books
- f. Flash drives
- g. Headsets
- h. Donations
- i. Fundraising
- j. Coffee
- k. Tote bags
- l. T-shirts
- m. Farmers' Market fees

The Assistant Director reconciles and deposits receipts at least once a week into the Library's General Fund. At the end of each month a report is given to the Library Director of all revenue collection including amounts collected in each category and expenditures. All data is entered into the QuickBooks computer program and a report on all transactions is given the Board of Trustees on a monthly basis.

## **Petty Cash**

Petty cash may only be used for expenses when it is not possible to use a purchase order or the amount is too small to use a credit card. Any petty cash purchases must be approved by the Library Director or Assistant Director. The staff member must fully complete the petty cash log including date, employee name, amount of cash removed from petty cash, for purchase of, receipt amount, amount returned to petty cash and the date the money was returned. Any petty cash purchases must be accompanied with a valid receipt. Petty cash purchases must be for authorized Library purchases only. A Petty Cash Report will be presented to the Library Board at each monthly meeting that reflects all petty cash activities for the previous month.

## **Returned Checks**

Any checks returned to the Library will be given to the Library Director. The patron will be notified that they have a returned check and they are responsible to pay the Library for the amount of the check plus any service charges issued by the bank. The patron will need to pay for these charges with cash and their borrowing privileges will be suspended until the amount they owe is under \$10.00.

## **Credit Card Receipts**

The Library will accept payment by credit and debit card payments as long as terms with a processing company remain favorable. The following procedures will guide staff in processing these transactions:

- The patron must sign a receipt that will be kept by the Library, unless a specific exception is made for events that take place out of the building where no printer is available.
- Staff will offer the patron a copy of the receipt or offer to email one when no printer is available.
- The patron must present the physical card and show identification, except in the case of donations made online and other fundraising-related revenues accepted online.
- The minimum amount for a credit or debit card transaction is \$1.00.
- If the patron disputes a charge, the Library Director will work with the processing agent to resolve the situation, contact the patron if possible, and note the patron's library account, re-posting any fees paid with the credit or debit card.

## **Description of Funds**

The Library uses the following funds to record its financial activities:

The General Fund Checking and Savings is used to account for the general operations of the library and all unrestricted revenues and expenditures not provided for in other funds.

Bonner Springs City Library Board of Trustees established a Capital Improvement Fund pursuant to K.S.A. 12-1258, as amended. Which states that “the library board of any public library is hereby authorized to direct a transfer annually from the general operating fund of such library not to exceed 10% of the amount of money credited to such fund to a capital improvement fund.” The board will annually add monies to the fund as they are available in accordance with statutory limits and allocate them from the fund as needed according to statute for major capital improvements.

The Fundraising Account is used for donations and expenses relating to the Library's biannual Jazz on the Lake benefit and other fundraising events as may later be added. Funds raised are then expended from this account for purposes specified at each fundraising event.

## **Money Handling and Investments**

Authorized signatures on the library's checking accounts shall be those of the Board President, Secretary and Library Director. Those authorized to handle the library's investments such as opening and reinvesting certificates of deposit are the Library Director, Board President and Secretary.

## **Processing of Invoices**

The Treasurer of the board shall review and approve invoices, and the Secretary shall sign checks for them each month. In the absence of the Treasurer and/or Secretary, the Board President will perform these duties. An invoice is required for each check to be issued.

Checks require at least 2 original authorized signatures. Authorized check signers are the Library Director, Board President and Secretary. Authorized signatures are on file at the Library's bank.

The Board of Trustees will review all drafted checks for approval at each Board Meeting except for those checks which are for utilities, payroll-related items, or those authorized by the Library Director which may be issued prior to library board approval. These will be presented to the Board at the head of the list of bills to be paid. No other checks will be signed or issued until after Board approval.

## **Payroll Disbursements**

Payroll for all staff is prepared biweekly. Time sheets must be signed and are due to the Library Director the Friday that the pay period ends. The Library Director reviews and signs each time sheet, which is then turned in to a third-party payroll service. A copy of each time sheet is maintained by the Library.

Payroll is distributed to employees every other Friday. The Library then reimburses the City of Bonner Springs for healthcare premiums and any retirement contributions additional to KPERS. The Library Director is responsible for the following:

- 1) Makes appropriate transmittal of KPERS liabilities with each pay period
- 2) Files biweekly and quarterly reports from the third-party payroll service
- 3) Informs payroll service of any changes to deductions resulting from changes in healthcare costs, KPERS, and additional retirement contributions, as well as changes to the Library's Experience Rating

## **Credit Card Use**

The use of any credit card or cards issued to the Library may be authorized only for those purposes either listed herein or pre-authorized by the Board of Trustees. Credit cards shall only be used for library purposes, including the purchase of supplies, materials, equipment and other items deemed necessary and proper for Library use. Library credit cards may also be used for other Library business purposes including travel, meals, professional dues and enrollment fees for attendance at conferences, educational seminars and other special events as authorized by the Board of Trustees. The Board of Trustees may authorize the Library Director to use a Library credit card for any other purpose the Board deems appropriate.

Unauthorized use of a Library credit card for any purpose shall be grounds for discipline, up to and including dismissal and/or criminal prosecution.

Under no circumstances may any Library credit card be used to make personal purchases. Use of any Library credit card for personal purchases shall be grounds for discipline, up to and including dismissal and/or criminal prosecution.

The Library Director may, in his/her discretion, name certain staff members as authorized signatures on any Library credit card. All users of Library credit cards must sign the Bonner Springs City Library Use Agreement for Library-issued Credit Cards.

Any person using a Library credit card shall provide the Library Director with a valid receipt for all purchases made.

### **Relationships with Financial Institutions**

The Library Board shall approve the establishment of new relationships with financial institutions, such as banks, credit card companies, and payment processors.

### **Wire Transfers**

Authorizations for wire transfers must have at least 2 original authorized signatures one of whom is the Library Director. All wire transfers must have the pre-approval of the Library Board.

### **Major Purchases**

Repairs anticipated to be over \$5000, major purchases, and non-budgeted expenses shall be presented to the Board of Trustees prior to approval. Quality, price, compatibility, and past performance of the vendor will be considered in making a purchase.

### **Bank Reconciliations**

Bank statements will be reconciled by the Assistant Director and reviewed by the Board Treasurer each month. A copy of the reconciliation will be given to the Board Treasurer each month and another copy will be maintained in the Library's records.

### **Surplus Property Disposal**

Library equipment or furnishings that are no longer needed may be disposed of in any one of the following ways:

1. Trade in on the replacement purchase
2. Donation or purchase by a non-profit agency or other library
3. Sell at city or private auction company with the proceeds to be deposited in the Library's General Fund
4. Recycling by the city

5. Disposal in trash

**Last revised by the Bonner Springs City Library Board of Trustees on June 8, 2023**