



Petty Cash Policy

A petty cash fund shall be established for the New Hartford Public Library for the purchase of materials, supplies or services under conditions requiring immediate payment.

The amount of such fund shall not exceed \$500. The New Hartford Public Library Board shall appoint the library director to be the custodian of the library's petty cash fund, and the director shall administer and be responsible for the security of the funds and the control of disbursements. The director may extend payment authority to the Senior Clerk and/or Bookkeeper.

To ensure that these funds are properly managed, the following guidelines shall be followed:

1. Receipts and cash-on-hand must always total no more than the authorized fund amount. All disbursements from such funds are to be supported by receipted bills or other evidence documenting the expenditure.
2. Payments may be made from petty cash for materials, supplies or services requiring immediate payment, but is not to be used for frequently purchased items.
3. The Treasurer shall insure the petty cash fund is replenished to the maximum expenditure level on a monthly basis.

The library shall reimburse uses of petty cash funds up to the extent of expenditures, with appropriate documentary support as submitted to the bookkeeper and approved by the library board.

Adopted: October 15, 2014
Revised: December 17, 2014
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