Fox River Valley Public Library District

Procedure for Cash Receipts

All cash and checks are deposited in the main operating checking account.

* Cash and checks are received via the cash registers at Dundee Library and Randall Oaks branch or by mail.
* Cash is also received via the TBS Coin Tower machines at Dundee Library and Randall Oaks Branch.
* Dundee Library Account Services and Randall Oaks Branch Service Desk accept payments for fines, fax, copies, lost cards, lost/damaged library materials and retail items such as ear buds and flash drives.
* Before the Library opens, the Business Services Specialist empties the Dundee Library Print/Scan #1 vend card machine on a daily basis and empties Dundee Library Print/Scan #2 vend card machine each Friday. The Business Services Specialist removes the bills and loose coins from the coin towers and places them in the corresponding black bag. Printing the corresponding audit sheet(s) also placing it in the bag. The Business Services Specialist places the bag(s) in the safe until the deposit is ready to be created. The Business Services Specialist empties Randall Oaks Library Print/Scan #3 weekly on Tuesday morning and adds it to that day’s Deposit.
* The blue money bag with daily receipts is sent over daily from the Randall Oaks Library with the Facilities Staff on their daily run and the empty bag is sent back to Randall Oaks on the next day’s run. The blue money bag is put in the facilities mailbox for delivery on Saturday.
* Once the facilities staff has returned with the Randall Oaks Daily Receipts, the Business Services Specialist creates a deposit combining the daily receipts from Dundee Library, Randall Oaks Library and the Coin Tower audit sheet.
* To prepare a bank deposit, the Business Service Specialist fills out the left side of the bank deposit itemization form on the computer using the information on the corresponding daily register tapes and Coin tower Audit sheet. The right side of the form is completed as the money in the bags is counting. The bank’s deposit slip is then completed, photocopied (If there are checks, the checks are photocopied to the bottom portion of the deposit slip) and attached to the bank deposit itemization form.
* The cash, checks, and bank’s deposit slip(s) are placed in the turquoise zippered bank deposit bag. There is a separate bank deposit for each day’s receipts. The bank deposit itemization form is put in the orange folder and placed in the Executive Assistant’s mail slot for verification. Upon verification, the Executive Assistant signs the form and returns it to the Business Service Specialist’s mail slot.
* Separate deposits are created for checks received for Personal Property Taxes from Dundee Township, annual Per Capita Grant from the Secretary of State, impact fees from municipalities, miscellaneous income and monetary gifts.
* All cash and checks are locked and secured in the Administration Office until deposits are taken to the bank. Deposits are made on a *daily* basis Monday through Friday.
* The Facilities staff signs the bank deposit itemization form(s) and takes the turquoise deposit bag(s) to the bank as part of their daily run.
* The Facilities staff places the turquoise bag and the initialed bank deposit receipt(s) in Business Services Specialist’s mail slot in the Administration Office upon returning from the daily run. He places the Randall Oaks blue bag in the safe.
* The Business Services Specialist removes the bank deposit receipt from the bag, staples it to the bank itemization backup documentation and returns the empty bag in the Accounts Services drawer.
* The Business Services Specialist enters the figures from the bank itemization form into the financial software and files the form and documentation in the file cabinet in the Administration conference room.