



RICHMOND MEMORIAL LIBRARY  
*"Your Community Connection"*

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19 Ross Street, Batavia, NY 14020  
585-343-9550 585-344-4651 (fax)

### **Petty Cash Fund**

A petty cash amount of two hundred dollars (\$200) from library funds shall be available for library expenses. An additional petty cash fund of one hundred dollars (\$150) from Marshall Grant Funds shall be available for SAGE program expenses. The Library Board of Trustees shall review and authorize these accounts annually at the reorganization meeting. Requests to alter petty cash accounts may be made by the library director to the Library Board of Trustees at any regular board meeting. Library Board of Trustees must approve any alterations of petty cash amounts.

One clerk shall be assigned the duty of handling all petty cash claims. No other staff shall be permitted access to petty cash funds. Corresponding receipts of items purchased must be submitted for reimbursement from petty cash funds.

The petty cash fund(s) shall be closed at the end of the fiscal year for auditing purposes.

Approved by Library Board of Trustees October 20, 2008  
Revised by Library Board of Trustees July 11, 2016