

# **ALCONA COUNTY LIBRARY OPERATING POLICY AND PROCEDURES**

## **Cash Handling Policy**

Overdue fines, printing fees and donations will be recorded and secured as monies are received on designated accounting sheet or point of sale system.

No IOU's or other such substitutes are allowed in the financial process of recording and depositing of any library funds.

Approved by Library Board 8-25-2010

Reviewed 4-23-2014

Reviewed 9-28-2016

Reviewed 5-27-2020