

1110 | Policy Statement for Cash Management

Date Policy Approved: November 2017 by DeSoto Parish Library Board of Control

This policy defines the responsibilities for any DeSoto Parish Library employee who handles currency, cash equivalents, charge card transactions, or checks ("Cash"). Personnel that receives, handles, transports or deposits cash must follow documented procedures to prevent financial loss, prevent and detect errors, promote security and accurate financial reporting. Appropriate internal controls include the segregation of duties, safekeeping of cash, prompt deposit of all Cash receipts, and accurate reconciliation of collections, and appropriate record keeping.