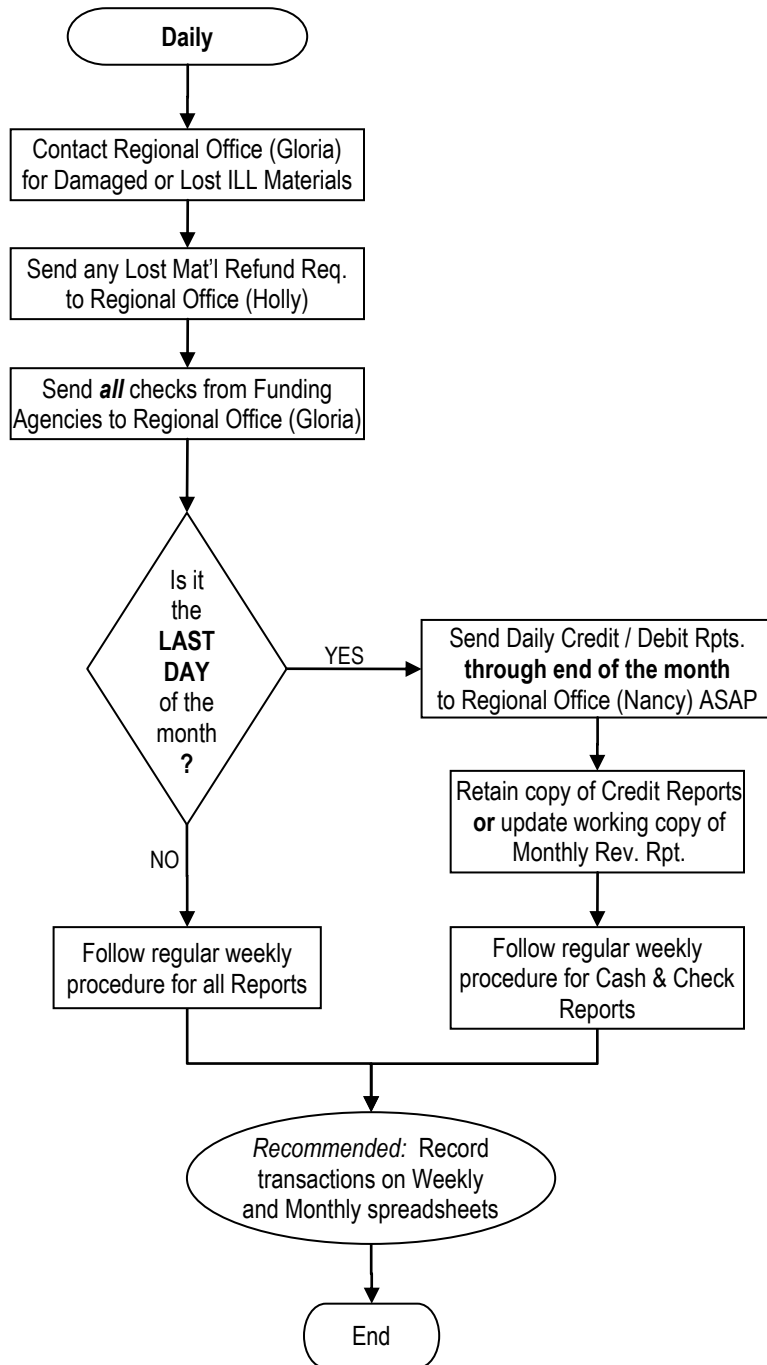


Uncle Remus Regional Library System
Cash, Check, & Credit Procedures

For Managers

Daily



NOTES

Damaged/Lost ILL Materials

Contact Regional Office (Gloria)

*Fees from the ILL lending institutions vary and must be determined at the time of damage or loss.

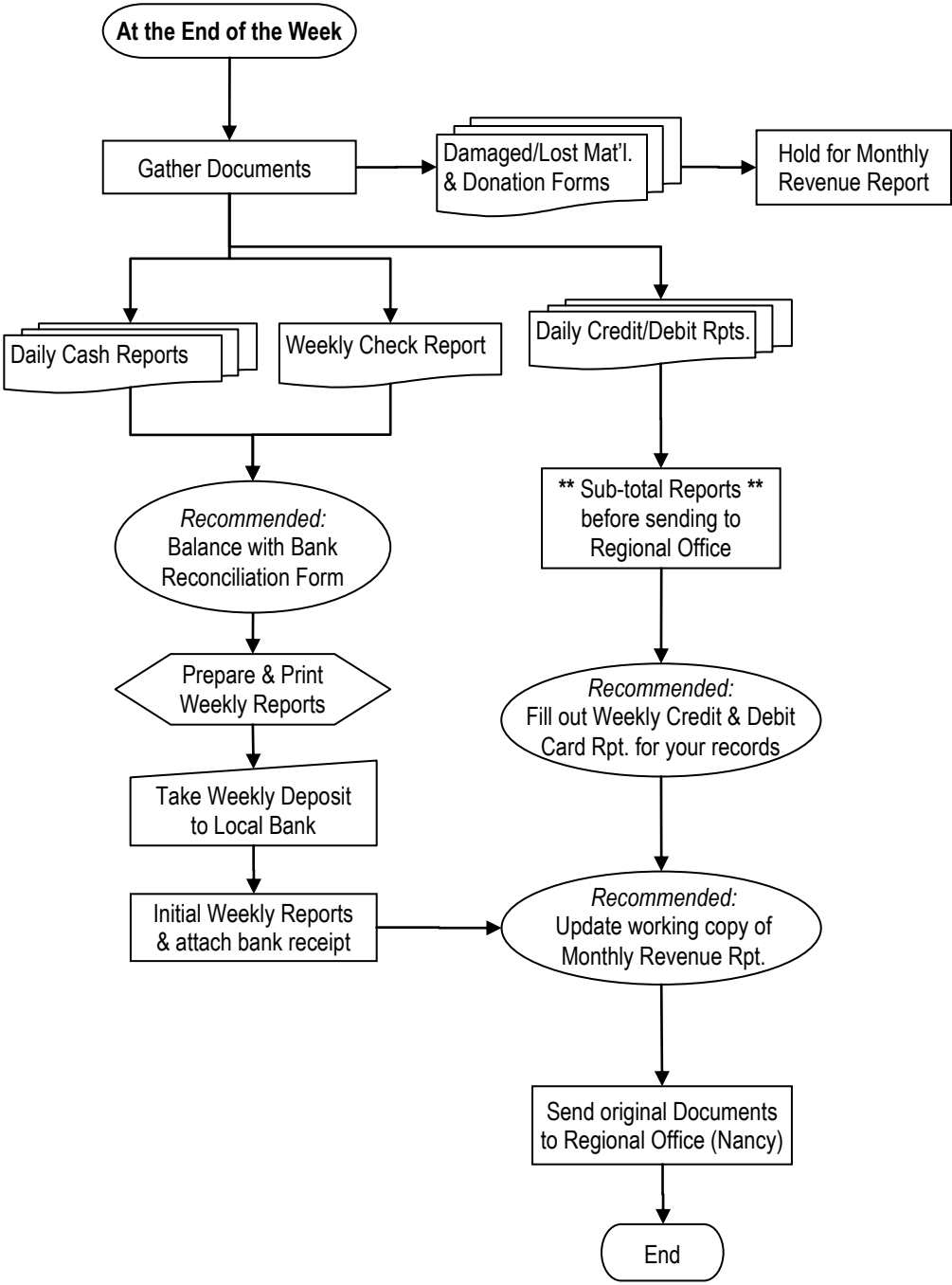
What to Send Daily:

1. Any Lost Material Refund Requests (Holly)
2. Any checks from Funding Agencies (Gloria)
Do NOT include in Weekly Deposit
3. Daily Credit/Debit Reports, if end of the month (Nancy)
with Receipts & Settlement Report
1 for EACH day of the week
DO NOT make copies of signed receipts
End-of-the-month daily credit/debit card reports due by the 3rd
4. Bank Orders (Chris)
Originals of all orders place with your local bank
e.g., orders for new checks or deposit slips
5. NSF Transactions (Chris)
Originals of all bounced check / NSF notifications
WITH copy of Weekly Check Deposit showing orig. deposit

Uncle Remus Regional Library System
Cash, Check, & Credit Procedures

For Managers

Weekly



NOTES

Send **originals** to the Regional Office
 Keep copies (except signed credit/debit receipts) for your files
 The *Weekly Credit and Debit Card Report* is for your use
 You do not have to send it to the Regional Office

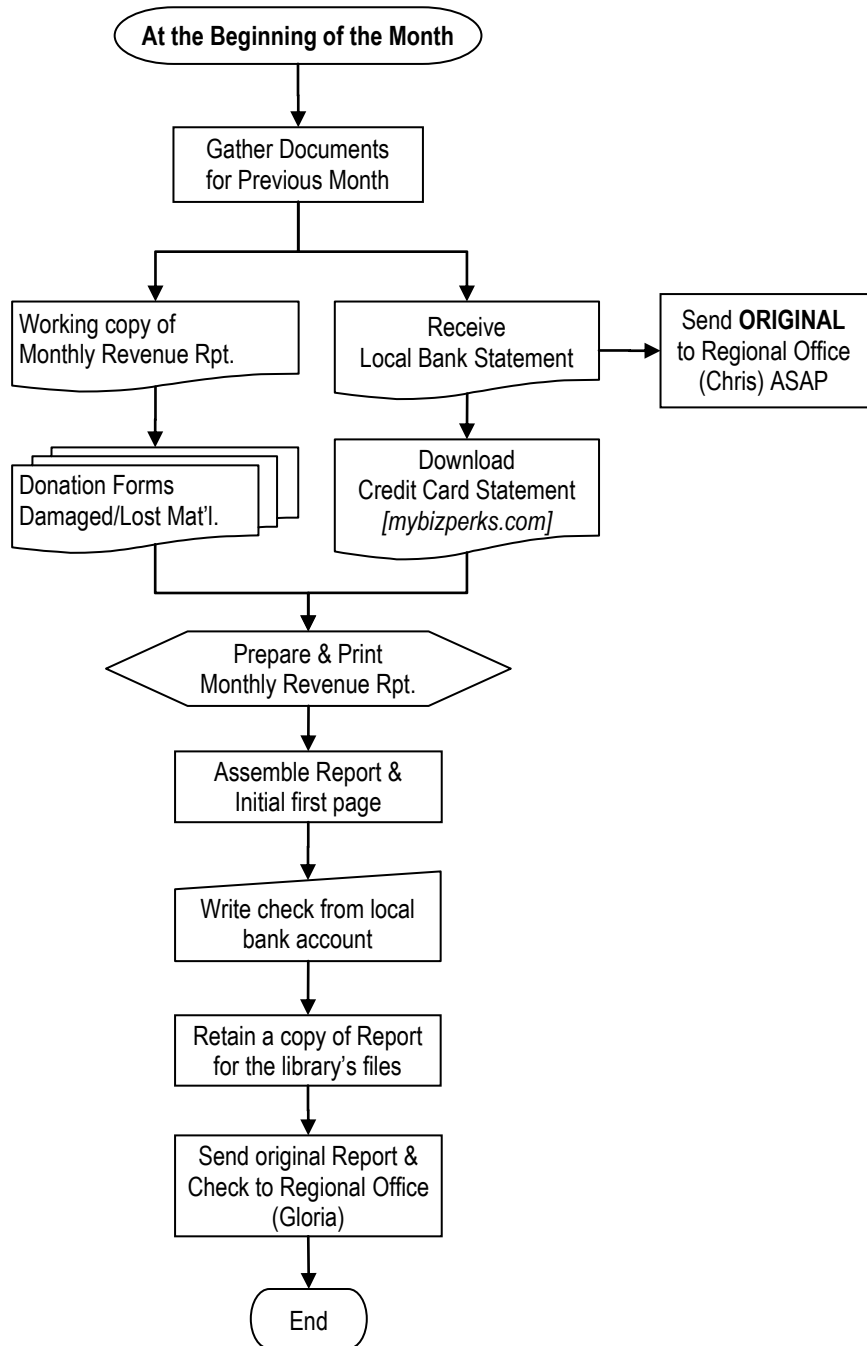
What to Send Weekly:

1. Weekly Cash and Check Reports (Nancy)
 with Bank Deposit Receipt
 ORIGINAL postage receipts
2. Daily Credit Card Reports (Nancy)
 with Receipts & Settlement Report
 1 for EACH day of the week

Uncle Remus Regional Library System
Cash, Check, & Credit Procedures

For Managers

Monthly



NOTES

Credit Card Statement on *mybizperks.com*
 Available to view and download on the 5th of each month

Monthly Revenue Report:

Enter date report is *completed* at the **top** of 1st page
 Retain a complete copy of the report for your files

Monthly Revenue Check:

Check should be made out to **"URRLS"** or **"Uncle Remus Regional Library System"**

Check date should always be the 1st day of the *current* month
 Notation line should read, **"MBT"** or **"Monthly Bank Transfer"**

What to Send Monthly:

1. ORIGINAL Bank Statement (Chris)

Target Date: Next business day

2. Monthly Revenue Report (Gloria)
 with copies of Bank & Credit Card Stmts.
 original Donation Forms
 original Damaged/Lost Mat'l Forms

Target Date: 10th of the Month

Contact Nancy if you cannot turn in your Revenue Rpt. by the 10th