

Best Practices Identified in Agreed Upon Procedures 2008

Georgia Public Libraries



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Best Practice - Cash

REMOTE EXPRESS DEPOSIT

Documented by Tonya Vickers
Statesboro Regional Library

What is it? Remote Express Deposit allows a business to electronically scan and deposit checks into a bank account without having to go to the bank.

How does it work? We process all our checks through remote express deposit. We keep the original check and file it with our deposit documentation so there is no need to make a copy of the check. Remote express deposit generates a deposit receipt when the deposit is transmitted. An email confirmation is also sent a few minutes later to verify that the bank received the deposit.

To use remote express deposit, all checks are loaded into a check scanner unit. The checks feed through the scanner and an electronic image is made of each check. This information is transmitted to the bank.

Some of the most advantageous features I find are:

- 1.) Fewer Trips to the Bank. We only go twice per week. Since we process all checks with remote express deposit, the cash deposits are typically very small.
- 2.) Extended Deposit Time. Remote Express Deposit lets you make day-of deposits until 5pm. Also since it's an interest bearing account, we earn more interest by getting the deposits there the same day we receive the check.
- 3.) Very Easy to Use

The only disadvantage we have with it deals with how we record the deposits. At Statesboro, we only record deposits into our accounting software twice per week, but we deposit everyday by remote express. Therefore, when it's time to reconcile the bank statement, you have to add several individual deposits on the bank statement to equal the one deposit on the General Ledger. (It's not hard to do but they don't just match up by looking at them.)

We have had remote express deposit since 2007. We were able to get the technology because the bank waived all the fees. Typically the fees are \$1,500 for the scanner and \$75 a month for the service. Statesboro was able to negotiate this deal through the Request for Proposal process for bank selection. They chose a local bank through this process and believe they receive very good customer service. The library also holds a healthy bank balance with the financial institution.

Best Practice – Cash Receipts

**Documented by Peggy King
Chestatee Regional Library**

Deposit Procedures

Branch responsibilities -

1. Each day the cash register cash is counted and reconciled to the cash register tape run at the end of the day. This is accomplished and signed off on by a supervisor and any discrepancies are noted on the tape.
2. On Monday the branch manager takes the previous week's money and accompanying tapes and breaks out each day's transactions on a Daily Cash Recap form by day with a formula totaling each transaction type and total received.
3. Branch manager then counts the money and fills in the bottom portion of the Daily Cash Recap report. This is set up to enter the actual number of coins or bills and a calculation for the total amount is automatically made, i.e. 26 quarters calculated total of \$6.50.
4. The Daily Cash Recap report will automatically reconcile the daily tape totals to the actual cash in hand.
5. The total monies and the accompanying Daily Cash Recap report are then turned into the Business Office for processing.

Business Office responsibilities -

1. A cash report is run through the Evergreen System (see instructions below) with a date range of the prior week. The total cash showing taken in by Evergreen is compared to the Daily Cash Recap report and actual cash received.
2. The money is counted by the Business Office and reconciled to the Daily Cash Recap report turned in with the deposit.
3. The Business Office uses a Deposit Recap report to reconcile the total deposit to the monies received from the branches. This report has calculations built in to show any areas that may be out of balance and gives all the necessary information and breakdowns for posting the receipt into Blackbaud.
4. A deposit slip is created. Copies are made of all checks included in the deposit and of the actual deposit slip. A complete deposit packet is formed which consists of the Deposit Recap, the Evergreen cash report(s), Daily Cash Recap report(s), copies of checks and deposit slip.
5. The deposit is taken to the bank by our Operations Specialist. A deposit receipt is turned into the Business Office and attached to the Deposit packet.
6. This packet is given to the Business Manager for review and approval signature. The Business Manager posts the deposit into Blackbaud and runs a report from Cash Receipts which shows the GL distributions of the deposit and reconciles the total posted to the other reports in the packet. This is attached to the top of the packet and given to the director for signature.

Instructions for generating the Evergreen report mentioned in item 1 above –

In the upper right-hand corner Evergreen, there is an Admin icon to click on. Then there is a heading called Local System Administration. Go there and click on Maintenance Reports and then Cash Report. You can run this report by branch and date range.

Best Practice – Payroll

**Documented by Misty Reyes
Cherokee Regional Library**

Salary Approval Letter

Generally at the January board meeting the Regional board will vote to give or not give staff cost of living increases. If the COLA is approved, the Business Manager will type each employee a letter stating when the COLA will be effective. The letter will also include their current hourly rate and the new hourly rate that the board approved according to our salary range. Once the letters have been generated the Director will review each letter and sign for approval. The original letter will be given to the staff member and a copy will be placed in the employee's file. The Business Manger will also generate a letter for the Director's supplement COLA increase which will be signed by the Board Chair. Please see example below:

January 20xx

Dear _____:

I am very pleased to announce the Board of Trustees of the Cherokee Regional Library System approved a 3% cost of living adjustment (COLA) for all employees at their January xxxxx, meeting. This COLA will begin with your January pay check.

The following will be your new hourly rate of pay:

Current rate of pay: \$ _____

New rate of pay: \$ _____

Sincerely,
Lecia Eubanks
Director

Best Practice – Materials Receipting

**Documented by Ruth Duden
Sara Hightower Regional Library**

Process for Assigning Barcodes to New Materials

1. As materials are checked off of the packing slip, a barcode is attached to the material. The barcodes are entered into the automation system at the time they are cataloged. Once cataloged, the items shows as “In Process” until it is checked in by Public Service personnel.
2. The barcode is then scanned into a Word document.
3. Process is continued until all items are checked off the packing slip.
4. The Word document containing barcodes is printed off and stapled to the packing slip.
5. This process is used for both print and non-print materials.
6. Business Manager periodically verifies materials were cataloged and are currently available for customer use.

Best Practices – Materials Purchasing

Documented by Jim Cooper
West Georgia Regional Library

West Georgia Regional Library utilizes MS Access as a tool for acquisitions activities. The primary vendor for purchases at WGRL is Brodart, although (obviously) many orders are through direct vendors or other jobbers such as Baker & Taylor.

WGRL subscribes to Brodart's TIPS list, and the 16 branches within West Georgia Regional Library make selections for their branch based on their own needs and their individual budgets. Branches make their Brodart selections online, and WGRL's Acquisitions Assistant consolidates these orders, generates a purchase order which is signed by the Acquisitions Librarian, then sends the order electronically to Brodart. The order is downloaded electronically into MS Access with all relevant information (title, author, ISBN, list price, etc.), and a 4"x6" order card is generated for each title. This card is generated in order by title and includes quantities ordered by each branch. Each order is identified by purchase order and a cover generated for the cards in that PO.

WGRL's books from Brodart are preprocessed with mylar jackets, barcode, call number, and label identifying the owning branch. When the books arrive, the PO number is identified, the card is pulled, the acquisitions librarian verifies that all copies of the book have arrived, and each item is marked as received on the card; cards are then attached to the packing slip. The books then proceed to the cataloging department.

When the invoice arrives, the acquisitions librarian matches the cards against the invoice and verifies that the invoice is correct. The acquisitions assistant updates the MS Access database with the received price, the received code (an internal control code consisting of the month and the payment number for the month, such as AUG-001, AUG-002, etc.), and the date entered for payment. From this information, MS Access generates a "Branch Expended" report which summarizes payments for the invoice and breaks it out according to branch. The "Branch Expended" report is sent to the Director for approval, and the report and invoice then are sent to the bookkeeper for payment. The report prints fund numbers that the bookkeeper uses to indicate from which fund the invoice is to paid, based upon either a predetermined order (i.e., State funds [325] first as long as the branch has money available in that fund, then local funds [106]. Gift funds [105] are used to pay for books identified as "G" (gift) in the PO number.)

Checks are generated for the invoice and sent to the Director (attached to the invoice) for signature.

Best Practices – Journal Entry Documentation

**Documented by Anne Grace
Elbert County Public Library**

When the need for a corrective journal entry is discovered, the Bookkeeper prepares the journal entry form using documents that identified the need for correction. This may be a Blackbaud report such as the Income Report which tracks spending against budget amounts and where errors may be noted, or changes resulting from GPLS actions, bad checks, etc. (I try to include notes that further explain the action so I can recall, and the auditor can understand what happened).

The journal entry form and all accompanying documentation are approved by the Director and then entered by the Bookkeeper into the accounting system. Final documentation includes the Blackbaud post report.

Best Practices – Record Keeping

**Documented by Louise Bryan
Chattooga County Public Library**

I use my monthly calendar as a tickler for those jobs that need to be done monthly, quarterly or annually. I keep notes on similar topics together in a 3-ring binder with tabbed divider pages to keep necessary information handy. This notebook includes checklists for repetitive jobs such as new hire and month end reporting guidelines, postage meter reset instructions, state travel regulations, records retention schedules, and other lists I need to refer to more frequently, such as phone numbers for library staff, board members, local funding agencies, GPLS personnel and other contact information. Having this information in a central location can be indispensable to other staff in case I need to be out of the office in an emergency situation, which has occurred in the past. I also keep a list of those items required each year for the annual report, audit, etc. so that I can begin to gather the necessary information at the appropriate time. At the end of each day I note on my daily desk calendar the jobs I need to work on the next day.

Paperwork for payroll is kept separately from other mail, invoices, etc. that is pending. As notifications of necessary changes are received, they are placed in a “Payroll Pending” file until time to work on the payroll. Any changes and/or updates are made on the accounting system at least the day before the payroll needs to be prepared. That way there is not a lot of work to be done on the actual day the payroll is run. Even with such a small number of employees, I feel that payroll is the number one thing “I must get right.” Employee benefit checks for taxes, insurance and retirement are printed with the next vendor check run, which is usually later the same day. I know this would not always be possible for larger library systems.

The library director, assistant director, branch managers or tech processing staff initiate orders for materials and/or supplies. When orders have been placed, an itemized copy of the merchandise ordered is placed in a “Pending” file. When the items are received, the merchandise is checked off on the packing slip which is then dated and initialed. The packing slip is paper clipped to the front of the itemized order copy. When the original invoice is received in the mail, it is matched to the packing slip and attached to the front. The invoice is now ready to be entered into the accounting system for payment. Payment is not processed until all items listed on the invoice have been received or a corrected invoice is received. After the vendor checks are printed and signed, the check stub is detached and stapled to the front of the original invoice, and the whole packet is ready to be filed. Paid invoices are filed alphabetically with the most recently paid in the front of each file so contents will be in chronological order.

Best Practices – Electronic Funds Transfer

**Documented by Lamar Howell
Coastal Plains Regional Library**

We control disbursements of funds electronically by requiring two employees to complete the transaction. The Business Manager enters and submits the data for verification, then either the Director or Assistant Director must log in to verify and authorize the transaction. The same user cannot both initiate and verify the information.