



CALEDONIA LIBRARY ASSOCIATION
3108 Main Street • Caledonia, NY 14423 • 585.538.4512 • caledonialibrary.org

Petty Cash Policy

The Caledonia Library will establish an account of \$100 to be used for small purchases made at the discretion of the Director. Receipts will be retained for all purchases made from the petty cash account and presented to the Board of Trustees as a part of the monthly warrant. The petty cash fund shall be replenished as needed following the approval of the warrant at a regular meeting of the Board of Trustees.

Purchases from petty cash should be made utilizing the appropriate sales tax exemption documentation so the library does not pay additional sales tax. Staff should receive a receipt for such expenditures and submit it appropriately. Failure to comply could result in expenditures which will not be honored by the Library.

Reviewed and approved by Policy Committee 7/7/2025, approved by Board of Trustees 7/29/2025.