



Village of Poplar Grove – Board Meeting Memo

Village of Poplar Grove

Village Collector's Office

Date: February 13, 2026

To: Village President and Board of Trustees

From: Karri Miller

Village Collector

Subject: Adoption of Daily Cash Drawer Policy – Front Cash Drawer

1. Background

As part of ongoing efforts to strengthen internal financial controls and ensure accountability of Village funds, staff has developed a Daily Cash Drawer Policy for the Front Cash Drawer. This policy establishes standardized procedures for handling, reconciling, securing, and documenting all payments received at the front counter.

The policy aligns with the Village's recently adopted financial policies, including the Purchasing Policy and Petty Cash procedures, and reflects best practices for segregation of duties and audit compliance.

2. Current Status

The proposed policy has been drafted and reviewed internally. The policy includes:

- A standardized starting cash balance of \$200.00
- End-of-day reconciliation requirements
- A two-signature requirement by two staff members
- Deposit preparation procedures
- Drawer security requirements

- Record retention standards

This policy is ready for Board consideration and adoption.

3. Fiscal Impact

There is no direct fiscal impact associated with adoption of this policy. The procedures outlined are administrative controls designed to safeguard Village funds and reduce risk of loss or error.

4. Legal Review

No legal changes are required. The policy is administrative in nature and consistent with municipal internal control standards.

5. Recommendation

Staff recommends that the Village Board adopt the Daily Cash Drawer Policy for the Front Cash Drawer to formalize internal cash handling procedures and strengthen financial oversight.

Suggested Motion:

Move to approve the Daily Cash Drawer Policy for the Front Cash Drawer as presented.

6. Supporting Documents

Attached

Not Applicable