Simple Fines Revenue Analysis

1) Determine total collected annually in fines

2) Calculate the cost of processing and handling those fines:

Staff time				Supplies
Collecting cash from patrons *Example:* 15 minutes per day of cash exchange at two service desks = 84 hours a year	**Counting and rolling coins** *Example:* 30 minutes per week by an admin = 24 hours a year	**Preparing deposit slips and managing data** Include all required processes Does your admin work in MUNIS for accounts receivable? Do you keep local spreadsheets?	**Weekly trip to Town Hall to deposit funds at Treasurer's Office** Does your library need to make trips to the bank? Calculate that.	• **Coin rolls** • **Cash Drawer** • **Money Bags** • **(other)**
Multiply each of the above by hourly rate (average the rates of those who are working at desks)				
Total $ for each category				**Total $ for supplies**

Total Annual Cost = ?
(and don't forget the staff time that could be redirected toward other services – that's a cost!)

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