

OPERATIONS  
Operating Budget/Expense System/Finance

STATEMENT:           The Red Jacket Community Library will operate under an annual budget.

PURPOSE:             Means of keeping an accurate accounting of income and expenses.

POLICY:

1.       Income and expenses will be logged by the Treasurer on a financial ledger system and follow accounting practices, which conform to accepted standards.
2.       A Monthly Financial Report will be prepared by the Treasurer and presented to the Board of Trustees.
3.       The Board must approve expenses, i.e. conferences, travel, capital equipment (over \$500).
4.       A checking account and savings account has been established for the Red Jacket Community Library and will be reconciled monthly by the Treasurer.
5.       An Annual Financial Summary prepared by the Treasurer and audited by the Financial Officer will be submitted to the Board of Trustees.
6.       An independent review of financial statements, prepared by a Certified Public Accountant at least every three years and/or in the event the Library Director is replaced.
7.       A Budget Committee, appointed by the President, will prepare an operating budget which includes cost for all programming, management and all sources of funding for the following fiscal year that will be presented to the Board of Trustees at the March meeting.
8.       IRS Form EZ-990 and State Annual Report will be filed within proper time lines.