

RED JACKET COMMUNITY LIBRARY POLICY

Policy #: 400-8

Effective Date: 10/98

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 Fiscal Officer on a financial ledger system and follow accounting practices, which conform to accepted standards.
2. A Monthly Financial Report will be prepared by the Fiscal Officer 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 Fiscal Officer.
5. An Annual Financial Summary prepared by the Fiscal Officer and audited by the Treasurer 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 fund raising 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 990 and State Annual Report will be filed within proper time lines.

Reviewed: 1/03; 5/06; 10/09

Revised: 1/03; 5/06

Adopted at the 10/7/98 Red Jacket Community Library Board Meeting.