

FINANCIAL POLICY

HONORARIA & EXPENSES

Trustees take their positions as volunteers and no honoraria will be paid.

Any Library related meetings attended by staff and/or trustees must receive prior expense approval from the Board.

SIGNING AUTHORITY

The signing authorities shall be any two of the following:

Chair, Vice-Chair, or Treasurer.

RENUMERATION FOR TRAINING AND LIBRARY RELATED TRAVEL

Staff attending training, workshops, conferences, library courses and library related travel will be paid a flat rate **\$100** for 4 hours or less including travel time, **\$200** for 5+ hours including travel time. Mileage shall be considered separate from the daily flat rate and will be paid in accordance with the current approved NLLS mileage rate. Mileage will not be paid if the amount is reimbursed by the library system in such cases as the Library Managers Council Meeting.

WORKSHOPS, CONFERENCES AND LIBRARY-RELATED TRAVEL

Any workshops, conferences or Library-related travel by staff and/or trustees must receive prior approval from the Board.

Tentative expenses must be submitted to the Board for prior approval. (Appendix H Request for Approval)

Staff attending the NLLS Library Managers Council Meeting shall be reimbursed at the appropriate flat rate. Mileage will not be reimbursed through the library as it is reimbursed through NLLS for attendance of this meeting.

Reimbursement of travel expenses is intended solely to recapture those reasonable out-of-pocket expenses incurred in the course of carrying out approved Library business.

An expense form must be fully and accurately completed, and expenses accounted for within thirty days of the conclusion of activity (See Appendix H)

TRAINING AND LIBRARY COURSES

The Library Board will encourage staff to obtain Library qualifications by taking Library courses.

The Library staff will be encouraged to participate in workshops and in-service training pertaining to the library in order to enhance service to patrons. Staff is expected to report back as to the benefits of the training and how it will be implemented within the library; a brief update will be provided to the board at the meeting by the library manager.

Continuing education of Trustees will be encouraged. Reimbursement of expenses is at the discretion of the board.

SALARIES AND WAGES

The Library Board shall determine and set salaries and wages prior to July 1st of each year.

The Library Board reserves the right to review salaries at any time of the year. Cost of living increases will be considered annually by the board

Library employees shall be paid monthly on ## of every month

The Librarian will be responsible for approving employee time cards

processing payroll accordingly. The treasurer will review the payroll and initial upon review.

CASH ON HAND

Library staff will keep on hand only enough petty cash to handle day to day operations. If necessary, deposits will be made via the Night Depository.

A record of day to day income/expenses will be kept by staff on the "Monthly Cash Sheet".

A detailed account of receipts and deposits will be prepared by the Librarian at the end of each month, monies deposited and deposit slip turned in to the Treasurer.

DONATIONS

Receipts will be issued for a donation of cash or kind (items in new condition suitable for library use) of \$20.00 or more.

Donations amounting in \$100 and higher will be acknowledged on the donation wall.

NSF CHEQUES

Bank Service charges for NSF cheques will be collected from person who wrote the cheques.