

## 2.5. Expenses

Created 03/06

Revised 03/17

### Guidelines and procedures

The Library Manager will be reimbursed for any purchasing done for the Library. An Expense Claim Form must be filled out and receipts attached. Mileage, in accordance with the Town, will be paid to the Library Manager for trips to purchase Library materials.

In accordance with budget provisions and with the approval of the Board, employees and Board Members who attend seminars, conferences, or workshops will be reimbursed for the following:

- Conferences fees
- Transportation costs
- Accommodations
- Meals, with receipts, up to \$75 per day
- Incidental up to \$40 per day

## 2.6. Finance

Created 03/06

Revised 04/21

***As well as the responsibility set out in the Libraries Regulations Parts 1, 2 & 3, the Board is responsible for:***

- Preparing the annual Library budget.
- Approving audited financial statements.
- Approving expenses.
- Approving policy.

### Library Budget

- The Fiscal Year for the Library shall be January 1 to December 31.
- The Board shall prepare a budget with estimates of the money required to operate and manage the Library during the ensuing fiscal year.
- The Board shall pass the budget at the November meeting and ensure the budget is submitted to the Town Administrator before the end of the fiscal year.
- The Town Administrator shall present the library's budget to Town Council for approval. The Town Council may approve the estimate in whole or in part.

### Audit & Accounting

- The annual audit will be done by the auditor for the Town and reimbursed by the Library as represented in the Library budget. The auditors report shall be submitted to Town Council upon its completion.
- Any unplanned/unbudgeted expenditure must be approved by the Board & motion prior to expense being incurred.
- The Town will administer accounting services for the Library.
- Financial records will be kept by the Town.
- A spreadsheet will be kept by the Librarian to track daily sales income.