

# **TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL**

**Category:** Finances  
**Policy Number:** 201  
**Title:** General

## **Policy Statement:**

The Town of Two Hills Public Library Board shall keep detailed financial records of all monies.

## **Guidelines and Procedures:**

1. The Fiscal period shall be January 1 to December 31, inclusive.
2. A Petty Cash fund shall be established of up to \$150.00 for the library and replenished as needed throughout the year.
3. The board shall approve any purchase exceeding \$300.00 at a time.
4. Expenses of the staff shall be reimbursed as outlined in Policy #510 and Policy #511 of this manual.
5. The Town of Two Hills Library Board shall prepare applications for grants as directed by the Board.
6. Funds collected by the library shall be deposited in the Alice Melnyk Public Library bank account at least monthly.
7. Funds collected at the library shall be kept in a secure area until deposited.

Policy #201  
General

Date Approved: November 14, 2012

Date to Review: March 18, 2023