

# **Vilna & District Municipal Library Board Policy Manual**

**Category:** Finances

**Policy Number:** 201

**Title:** General

**Policy Statement:** The Vilna & District 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 \$50 for the library and replenished throughout the year.
3. The board shall approve any purchase over the amount designated for petty cash.
4. Expenses of the staff shall be reimbursed as outlined in Policy #510 and Policy #511 of this manual.
5. Funds collected by the library shall be deposited in the Board's bank account at least monthly.
6. Funds collected at the library shall be kept in a secure area until deposited.

**Date Approved:** January 2, 2021

**Date to be Reviewed:** January, 2024