

## COUNTY OF THORHILD #7 LIBRARY BOARD POLICY MANUAL

**Category:** Finances

**Policy Number:** 201

**Title:** General

**Policy Statement:** The County of Thorhild Library Board shall keep detailed financial records of all monies.

### **Guidelines and Procedures:**

1. A Petty Cash fund shall be established of up to \$150.00 for each library and replenished as needed throughout the year.
3. The board shall approve any purchase exceeding \$500.00.
4. Expenses of the board shall be reimbursed as outlined in Policy #109 of this manual.
5. Expenses of the staff shall be reimbursed as outlined in Policy #511 and Policy #512 of this manual.
6. The Library Managers shall prepare applications for grants as directed by the Board.
7. Funds collected by each library shall be deposited in the Board's bank account at least monthly.
8. Funds collected at each library shall be kept in a secure area until deposited.
9. A reserve fund may be set up to acquire or replace capital items.

Policy #201  
Finances – General