

Category: Finance
Policy Number: 201
Title: General

Guidelines and Procedures:

1. The fiscal period shall be January 1 to December 31, inclusive.
2. Any cash on premises will be dealt with in a secure and timely manner by the Library Manager.
3. A Petty Cash Account of \$100 is to be maintained, reconciled and reviewed by the treasurer.
4. The Board shall approve any purchase exceeding \$500 that has not been included in the approved budget to the Board.
5. Expenses of the staff shall be reimbursed as outlined in the Staff Policy section.
6. The Finance Committee shall prepare applications for grants as outlined in policy #203.
7. Funds collected at the library shall be kept in a secure area until deposited.

Amended April 28, 2018

Policy #201
General