

Topic: Library Board By-laws

1.30 Board Financial Control/Oversight

Board Motion Number: **22.093**
Date of Original Board Motion Number: **October 22, 2007**
Date of Current Issue: **August 23, 2022**
Date of Next Review: **2023**
Attachments:

Signature of Board Chairperson (and Date):

The board is accountable to the community for the library's financial affairs. The board must ensure adequate controls are in place to manage finances and see that the library has adequate resources to deliver service and fulfill its mission. This policy sets out the board's financial practices.

Accountability

1. Financial year

The financial year of the North Kawartha Public Library shall terminate on the 31st day of December in each year.

2. Bank accounts

In accordance with the **Public Libraries Act**, R.S.O. 1990, c. P44 s. 15(4b), the treasurer will open an account or accounts in the name of the board in a chartered bank, trust company or credit union approved by the board.

3. Signing officers

- a) The board shall appoint at least three signing officers, one of which will be the treasurer.
- b) All cheques or other orders for the payment of money in the name of the North Kawartha Public Library Board shall be signed by any two township signing officers.
- c) The CEO shall be the signing officer for contracts with vendors and granting agencies.

4. Budget

- a) The board, with the assistance of the CEO and treasurer, shall develop an annual operating budget showing potential revenue from all sources (province, local, donations, self-generated) and proposed expenses for library operations.
- b) The board, with assistance of the CEO & treasurer, may prepare a long-term capital budget which supports the library's approved long-term goals.
- c) The Annual Operating and Capital budgets shall be approved at a meeting of the library board.

5. Estimates

- a) In accordance with the **Public Libraries Act**, s. 24(1), the board shall submit to council, annually on or before the date and in the form specified by council, estimates of all sums required during the year for the purposes of the board.
- b) The board will provide sufficient information to support the estimates.

6. Board Expenses

- a) The Board shall, upon submission of receipts, reimburse its members for proper travelling and other expenses incurred in carrying out their assigned duties as members of the Board. (Travel expenses shall be compensated at the rate established by the Township of North Kawartha for members using their private vehicle.)

Financial Responsibilities of Chief Executive Officer (CEO)

1. The CEO is authorized to operate the library within the approved library budget and shall authorize payments of all invoices.
2. The CEO may apply for, and bind, any grants deemed appropriate for the operations of the library.
3. The CEO may accept donations of cash, in-kind, or materials to support the operations of the library.

Financial Monitoring

1. The board monitors the finances to ensure that the ongoing financial position of the library is consistent with the priorities approved by the board. The board shall monitor the monthly financial report as prepared by the treasurer, at each meeting.

2. In accordance with the ***Public Libraries Act***, s. 24(7), the accounts of the board shall be audited, by a person appointed under section 296 of the Municipal Act, S.O. 2001, c. 25 and submitted to the council annually on or before the date specified by the council.
3. An audit may also be undertaken, upon the death, resignation, dismissal or other termination of the treasurer of the board, and at such other times as the board shall direct.

Authorization of Reserve Accounts

1. The library reserve accounts will be held by the library and will be credited with any interest earned on the fund balances.

Funds from the Disposal of Assets

1. The Board wishes to ensure that the disposal and sale of non-capital surplus assets is fair and transparent.

Items expensed under the library budget shall be held on the library ledger, and therefore funds from the sale of disposed assets shall be returned to the library accounts. Disposal of these items falls under Additional Policy I. Library collection materials are exempt from this policy and will follow 3.25 Weeding & Withdrawal of Collection Items.