

BOARD OF TRUSTEES POLICY

Fiscal Policy #11

Original: October 26, 2006

Revised: September 23, 2007

Revised: September 25, 2008

Revised: September 23, 2016

Revised: April 12, 2017

**Tipp City Public Library
11 E. Main Street
Tipp City, OH 45371**

Revised: July 24, 2017

This policy is to establish basic procedures by the Board of Trustees of Tipp City Public Library for the receipting and expending of funds of the Tipp City Public Library.

FINANCIAL STATEMENTS

The Board will be given, on a monthly basis, financial statements that reflect the current financial position of the Library. These statements will be prepared by the Fiscal Officer.

These statements will include but are not limited to:

- Receipts and expenditures for the month
- Month end fund balances

FUNDS ESTABLISHED BY THE BOARD

- General Fund
 - This fund is for the general operations of the Library. Receipts include, but are not limited to, Local Library Government Service Fund, Unrestricted Contributions, Fines and Fees and Interest. This fund is appropriated at the Function Level.
- Special Revenue Fund
 - This fund is for the accounting of grants, gifts and contributions which are restricted and whose amount is significant. This fund may be separated into several sub-funds to help with the accounting of the expenditures. This fund is appropriated at the Fund Level.

- Building Fund
 - This is a capital projects fund. This fund was established to reserve monies for future capital projects or current capital projects. This fund is appropriated at the Fund Level.

- Technology Fund
 - This is a capital projects fund. This fund was established to reserve monies for future technology projects or current technology projects. This fund is appropriated at the Fund Level.

TYPES OF MONIES RECEIVED

<u>MONIES</u>	<u>FROM</u>	<u>FUND</u>
Public Library Fund	Auditor of Miami County	General Fund
Property and Other Local Taxes	Auditor of Miami County	General Fund
Contributions-Unrestricted	Miscellaneous	General Fund
Fines	Miscellaneous	General Fund
Copier Fee	Miscellaneous	General Fund
Contributions-Restricted	Miscellaneous	Special Revenue

The above is a listing of possible monies receipted to the Library but is not a listing limiting the receipt of funds. The Board of Library Trustees shall designate the Library's public depositories every five years in accordance with the procedures outlined in Section 135.12 of the Ohio Revised Code.

Funds of the Library may be invested in those instruments identified in Section 135.18(B) of the Ohio Revised Code.

PROCEDURES FOR RECEIPT OF PUBLIC LIBRARY MONIES

The Board of Library Trustees shall designate the Library's public depositories every five years in accordance with the procedures outlined in Section 135.12 of the Ohio Revised Code.

Funds of the Library may be invested in those instruments identified in Section 135.18(B) of the Ohio Revised Code.

- Deposits are made on a weekly basis or when cash and checks on hand exceed \$1000.00. Money in excess of \$1000.00 must be deposited by the next banking business day.
- A detail description of the deposit will be entered onto the Reconciliation of Cash Register (Form 103).
- The Reconciliation of Cash Register Report will be signed by the person completing the report and depositing the funds.
- Deposits are made in an authorized banking facility designated by the Board.
- Deposits are made by an authorized person. The authorized persons included:
 - Director of the Library
 - Individuals authorized by the Director of the Library
- All accounts associated with the receipt of monies will be reconciled on a monthly basis by the Fiscal Officer.
- All Interest collected on Investments will be placed in the General Fund unless the Board passes a resolution to the contrary.

PROCEDURES FOR PAYMENT OF MONIES

- Purchase orders are used to track recurring and non-recurring expenditures of the Library
- Purchase orders are used by the director and other employees with director approval then verified by the Fiscal Officer
- Purchase orders are not mandatory.
- No monies will be expended without first being appropriated by the Board.
- Checks are issued for the following reasons:
 - Payment of Invoices Due:
These checks will be issued when the invoices are approved by the Director or a member of the board.

Recurring and non-recurring invoices should be accompanied by the Purchase Order.

Reimbursement of Employees for Expenses incurred on the Library's behalf:

These checks will be issued only when a Purchase Order is completed in full and signed by the Director.

Mileage will be calculated using the Internal Revenue Service (IRS) standard mileage rate for the year.

Payroll:

Payroll is issued or completed every 2 weeks via Direct Deposit

Pay date is the Thursday following the end of the pay period.

Included in payroll processing are the payment of payroll taxes and other payroll withholdings.

- All checks require two authorized signatures to be valid. Persons authorized to sign checks are the Fiscal Officer and the President, Vice-President or Secretary of the Board.
- Automatic Drafts (ACH) of expenses may be used to pay for recurring and/or common expenditures, such as but not limited to Utilities and Payroll Taxes. ACH should be documented with a Payment Voucher with explanation and amount. Payment vouchers require two authorized signatures by persons authorized to sign checks.

- All accounts associated with the expending of monies will be reconciled on a monthly basis by the Fiscal Officer.
- At month end the Board will be given a listing of all expenditures issued during the month for their approval.

THE TIPP CITY PUBLIC LIBRARY FUND,

a component of the Tipp Foundation

PROCEDURES FOR RECEIPT OF LIBRARY FUND MONIES

This fund operates exclusively for the purpose of advancing the goals, objectives, and priorities of the Tipp City Public Library as established by the Board of Trustees of the Tipp City Public Library (hereinafter referred to as the Library Board) and to receive, hold, invest, and administer property, and to make expenditures to or for the exclusive benefit of the Tipp City Public Library selected from priorities established by the Library Board.

- Funds designated for deposit into the Tipp City Public Library Fund will be deposited with the Tipp Foundation. Cash and checks on hand in excess of of \$1000.00 must be deposited by the next banking business day.
- All accounts associated with the receipt of monies will be reconciled on a monthly basis by the Fiscal Officer and reported to the Library Board.
- All Interest collected on Investments will be reinvested in the Fund unless expressly designated for another use by the Library Board.

PROCEDURES FOR PAYMENT/GRANTS OF LIBRARY FUND MONIES

Payments made from the Tipp City Public Library Fund will be exclusively for the purpose of advancing the goals, objectives, and priorities of the Tipp City Public Library as established by the Board of Trustees of the Tipp City Public Library. Payments will be authorized by Library Board resolutions.

The Fiscal Officer is responsible for maintaining accurate records of payments and grants made from the Fund and the reporting of said information to the Library Board.

The Finance Committee of the Library Board will review and recommend the investment manager of the Tipp City Public Library Fund every 5 years.