



Financial Oversight Policy

Approved by Board: November 18, 2021

The Board of Trustees and Executive Director of Manlius Library recognize and abide by their fiduciary responsibilities to preserve the library's assets and to minimize the risk to the library when handling public and private funds. To that end, the following policies have been put in place to ensure adequate oversight of the financial activities that occur as part of normal library operations.

ANNUAL BUDGET

The operating budget is prepared each year by the Executive Director with input from staff members responsible for specific expense accounts. Initial review of the budget occurs with the Board of Trustees Finance Committee. Upon committee approval, the budget is formally presented to the Board of Trustees at the November meeting. If the budget is not approved, the Executive Director will make the necessary modifications to the proposed budget to be resubmitted to the Board of Trustees at the December meeting. Once approved, the budget is then distributed throughout the next fiscal year and submitted to the Business Manager for input into the financial system. Budgetary allocations are communicated to responsible staff by the Executive Director.

For funding purposes, the proposed tax levy is included in the Fayetteville-Manlius School District budget vote each year. If not approved, the Executive Director will modify the budget as necessary and will submit to the Finance Committee for review and approval. Funds received from the tax levy are distributed to the library's financial institution from the school district once taxes have been collected and the Manlius Library Board Treasurer submits a letter of request to the school district.

PAYMENT OF INVOICES

Received invoices are reviewed, initialed, and assigned to an expense category by both the purchasing staff member and the staff member responsible for the associated expense category. Invoices are submitted to the Business Manager for entry into the financial system. The Executive Director reviews all invoices for appropriateness and accuracy and initials indicating approval.

The Business Manager cuts checks and submits approved electronic payments on the 15th and at the end of each month according to due dates. The Executive Director approves all electronic payments prior to submittal and signs all checks. Members of the Board of Trustees with signatory authority may sign and approve payments in the Executive Director's absence. In addition to the Executive Director, no less than two members of the Manlius Library Board of Trustees are granted signing authority as per the financial institution's corporate authorization resolution on file.

Prior to disbursement the Business Manager recommends any required transfer of funds to cover all bill payments. The Executive Director then executes any necessary transfer between savings and operating accounts. The Business Manager is responsible for mailing of checks along with recording electronic payments.

CIRCULATION DESK RECEIPTS



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All payments are recorded in a library management system by staff at the circulation desk. Transactions include items such as book sales, copier services, and replacement costs. Patron donations are also processed and recorded in the system. The library accepts cash, check, and credit cards. Reports are generated no less than daily by a designated supervisor to reconcile receipts with the cash drawer. Any significant discrepancies are reviewed immediately by appropriate administrative staff for resolution. A reconciliation report is generated the following business day, sales receipts are held aside, and the cash drawer is reset to a designated amount. The Business Manager is responsible for making timely deposit of circulation receipts. All monies are stored in the safe when library is closed.

CAFÉ RECEIPTS

Purchases of café items are recorded in the daily sales log along with being entered in the café cash register. The cash register drawer is reset to a designated amount prior to opening each day with receipts held in safe. A register reconciliation report is generated weekly. The Business Manager is responsible for making timely deposit of café receipts. All monies are stored in the safe when library is closed.

ACCOUNT RECONCILIATION

Financial account statements are reconciled monthly by the Business Manager within the library's financial system.

FINANCIAL REVIEW

In addition to the Executive Director, the Board of Trustees Treasurer reviews all invoices for appropriateness and accuracy and initials indicating approval.

Financial reports are compiled by the Executive Director and a monthly Treasurer's Report is submitted to the Board Treasurer for approval. Upon approval, the report is electronically distributed to the Board of Trustees for review and comment. If there is a board meeting being held that month, the most recent Treasurer's Report is submitted for discussion, review, and approval with results documented in the meeting minutes.

Each year the Manlius Library engages in an audit performed by Certified Public Accountants to review the financial statements and the related statements of activities, functional expenses, and cash flows. The objective is to demonstrate with reasonable assurance that the financial statements are presented fairly, in all material respects, in accordance with the accounting principles generally accepted in the United States. Audit reports are kept on file according to the library's Record Retention Policy.