

PERRY PUBLIC LIBRARY

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Make It Part of Your Day

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Budgeting and Spending Policy

The Perry Public Library operates on a January – December fiscal year. Each year the Library Director shall, with consultation from the Budget Committee, draft a preliminary operating budget for the subsequent year. The Board of Trustees will review the proposed annual budget during a regularly scheduled open public meeting. The Board of Trustees will approve the subsequent year's budget by vote at a regularly scheduled open public meeting before the end of the fiscal year. The Budget Committee will review and approve amendments to the operating budget throughout the year.

The Library Director holds the authority to make purchases within the bounds of the budget. The Youth Services Librarian can also make purchases for the Youth Services area of the library, including circulating materials and program supplies. The Library Assistant(s) assists in purchasing circulating materials at the approved vendors with Director approval. The Board reserves the right to put any income into a separate account and keep it separate from the operating fund.

In the case of unexpected income, such as grants, memorial donations or bequests, the library director has the ability to spend funds up to \$5,000 without prior board approval as long as the purchases are within the interest of the library. For unexpected income over \$5,000, the library director shall receive board approval of a budget amendment that indicates which line item(s) the money shall go to before making purchases.

Payment of Bills - The fiscal year of the Library shall run from January 1 through and including December 31. Bills incurred by the Library shall be presented to the **Fiscal Officer** for review. After such review, the Library Director will sign each check used for payment. The **Fiscal Officer**, or another Board authorized signatory, will co-sign all checks. Vouchers for payments will be made available to the Board of Trustees the day of every monthly Board meeting. The abstract of all payments made will be reviewed for accuracy and accounting by the **Fiscal Officer** and the Board, and then approved by Board motion. The Director may pre-pay payroll and employment tax bills from a separate payroll account requiring only the Director's signature. The Director may pre-pay other bills (such as utilities, **approved contracts, and leases. personnel benefits or those that carry a significant penalty for late payment**). A report of any such payments will be made to the Board of Trustees at the next regularly scheduled Board meeting.

Approved 10/04/2021