

## INTERNAL CONTROLS AND FINANCIAL ACCOUNTABILITY POLICY

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### POLICY PURPOSE:

The Julia L. Butterfield Memorial Library Board of Trustees has written the following policy to outline the internal controls in place to assist with financial accountability.

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The Treasurer will provide to each Board Member for review at the Board Meetings:

- A balance sheet
- A profit and loss statement with figures for the current year to date and the previous year for the same period
- A list of all transactions
- The most current credit card statement and a report on any other credit card
- A comparison of total expenditures for the year in each budget category with the budget for that category
- A list of restricted funds held by the library and any current expenditures from those funds

The Butterfield Library Director will review and approve all bills and time sheets indicated by initials. The Library bookkeeper will handle payroll. The bookkeeper should make deposits but this may be delegated to the Library Director, Treasurer or another board member to ensure that regular deposits are made. All checks received at the library will be immediately and restrictively endorsed "for deposit only" with the account number of the relevant account. Deposits will be made as soon as possible. Checks and cash will be secured in a safe, pending deposit.

The Butterfield Library bookkeeper will record all transactions, prepare deposits, and enter checks into QuickBooks. The bookkeeper will prepare checks for two signatures. The signatories designated by the Library Board of Trustees will sign the checks after reviewing them.

Library staff will collect cash at the Butterfield Library from library charges such as replacement fees, printing, and copying. The person who receives the funds immediately records these receipts in the Square app available at the circulation desk. These funds will be secured in a cash box in the front desk drawer. The staff is responsible for reconciling the cash they turn in with the record in the Square and providing an explanation of any inconsistency. Cash turned in to the office should be promptly secured in the safe until deposit is made at the bank.

Cash receipts are reconciled monthly by the bookkeeper. The Library Director, who also

counts it, reviews cash receipts monthly. Cash will be recorded in Journal Entries in QuickBooks and will be reviewed monthly by the Treasurer.

Cash and checks are also collected at various fundraising events and managed by the Board. Whenever the library collects funds in this manner a board member(s) will be assigned to ensure that the funds are promptly and properly recorded and deposited as soon as possible. Checks should be immediately restrictively endorsed and promptly photocopied so they are properly recorded. All funds from fundraisers must be immediately deposited, especially cash donations. The assigned board member may serve in place of the Bookkeeper, Treasurer or Library Director in verifying, recording, creating and making deposits to ensure that more than one person participates in handling these funds.

Each Board member will review the list of transactions on a monthly basis. The Board will vote on all transactions at the monthly board meeting by approving or amending the Treasurer's report.

The Library Director will provide the Board with copies of all donor letters placing any restrictions on the use of funds. The Library Director will communicate all such restrictions in writing to the board. The Treasurer will provide the board, each month, with a list of restricted funds held by the Library and any expenditures made from these funds in a separate report and the board will ensure that all unspent restricted funds are available. The Director will make available to the board copies of all reports to grantors regarding funds.

Petty Cash of up to \$200 in small bills will be reserved for cash disbursements. This money will be secured in a safe place. All cash disbursements are made only from Petty Cash. All cash disbursements will be recorded promptly in QuickBooks and allocated to appropriate budget lines. The bookkeeper will reconcile the Petty Cash account.

The Library Director is responsible for and must approve all cash disbursements from Petty Cash. The Library Director authorizes expenditures. The Bookkeeper records expenditures. The Treasurer verifies expenditures.

The Treasurer and the Board will review all transactions, including cash transactions on a monthly basis. The Treasurer will reconcile the checking account with the bank statement.

The Library maintains its financial records in QuickBooks. Financial records will be kept for 7 years unless required to be kept for a longer time. Audit Reports, Year End Financial Statements and Tax Returns will be retained permanently. The Bookkeeper will input electronic data. All financial work shall be maintained onsite subject to best practices.

The Board will approve all contracts to which the organization is a party at a regular or special meeting of the board. The By-Laws provide for email ratification of a contract if all members assent. Competitive bids will be secured when required. The Board is responsible for ensuring that appropriate procedures are followed according to the Board approved Purchasing Policy.

The Library records will be fully audited by an independent Certified Public Accountant at a minimum of three years with an annual financial review. All investments made by the Library will be made in accordance with the guidelines set forth in the Handbook for Library Trustees, which states:

- Time deposit accounts or certificates of deposit in commercial banks and trust companies located and authorized to do business in New York State
- Obligations made by the United States or guaranteed by the United States and obligations of the State of New York
- Under very limited circumstances, obligations of municipalities and other municipal corporations.

These restrictions are not required of Association Libraries, but the Butterfield Library adopts these guidelines as recommended in the Handbook. All investments will be included in the Treasurer's monthly report. The Library will comply with all governmental and reporting requirements including watchdog agencies as legally required.

The Library will comply with all relevant Open Meetings laws as applied to Association Libraries. The Library has a Personnel Policy that includes the items listed above. The Butterfield Library is encouraged to take advantage of all training opportunities from the Mid-Hudson Library System and other entities such as Council of Community Services of New York State.

The Library has a Conflict of Interest Policy.