Policy #7 FINANCES

A. SOURCES OF REVENUE

1. Legal Structure
   a. DeRuyter Free Library is an Association Library.
2. Income comes from the following sources:
   a. Towns of DeRuyter, Cuyler, and Lincklaen
   b. Village of DeRuyter
   c. DeRuyter Central School
   d. System's Grant
   e. Interest from investments
   f. Gifts and fines
   g. New York State Aid LSIA
   h. Fundraisers
   i. Sale of weeded and donated books

B. BUDGET

1. Type of Budget
   a. Administrative or line item budget (salaries, books, supplies etc.).
2. Responsibility for Preparation and Follow-Through
   a. Library Director and Treasurer prepare draft.
   b. Draft is presented to the Library Board of Trustees
   c. Library Board makes changes as needed
   d. Proposed budget is then voted on by Library Board
3. Budget Deadlines
   a. Draft is due in October
   b. Budget meeting will be in November
4. Budget Calendar
   a. Review of last year's expenditures.
   b. Consideration of next year's programs.
   c. Estimate of all potential revenues.
   d. Discussion of Director and Board
   e. Revision of budget draft if necessary.
   f. Approval of the budget by the Library Board

5. Scope
   a. Determination of library goals
   b. Anticipation of any special programs.
   c. List of items to be included.
   d. List of percents for each item allocated in budget.

6. Presentation of Budget
   a. The responsibility for justification of the budget, if necessary, belongs to the Library Board.

C. ACCOUNTING PROCEDURES

1. The Treasurer does the accounting for the Library.
2. The fine records are kept in the Library and recorded monthly.

D. PAYMENT OF BILLS

1. The bills are paid by the treasurer on a monthly basis.
2. The Director gives the bills to the Treasurer by the 25th of each month.
3. All bills will be paid on or about the end of the month.

E. AUDIT OF FINANCIAL RECORDS

1. As an association Library the Library can do a self audit. This will be done at least every two years by a committee.
2. The back financial records are kept in the Library file.
3. The current financial records are kept by the Treasurer.
4. The financial records are kept as long as N.Y.S. Record retention policy demands.

F. FINANCIAL REPORTS

1. The financial reports are prepared by the Treasurer and submitted to the Library Board and Director each month during the Board meeting.
2. The Annual Report
    a. The Library's Annual Financial Report must be completed by the third week in January.
    b. The State's Division of Library Development Financial Report is due at the System's headquarters, at a date in January which is set by the System.