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

DeRuyter Free Library DeRuyter, New York

- 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.