

# **Latah County Library District Financial Policies Approved 9/20/11; Revised 1/20/15**

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## **1.0 Fiscal Year**

The Library District's fiscal year is October 1<sup>st</sup> to September 30<sup>th</sup>.

## **2.0 Financial Reporting**

A treasurer's report will be given at each regular meeting of the Board and will include a report on the status of revenues and expenditures as they relate to the annual budget and other financial reports as requested by the Board.

## **3.0 Annual Budget Development**

A draft budget proposal will be developed by the Finance Committee and presented at the June board meeting. A second draft budget proposal will be presented at the board meeting in July. The budget presentations at both the June and July meetings will be announced to the public via press releases.

Concerns expressed by board members or the public during the budget presentations in June and July will be considered by the Finance Committee and addressed by the next board meeting (July and August respectively).

The final draft budget proposal will be presented in August at a public budget hearing pursuant to provisions of Idaho Code. An appropriate legal notice will be published. Press releases announcing the budget hearing will be issued.

An approved budget shall be certified to the County Commissioners pursuant to Idaho Code.

## **4.0 Budget Format**

All cash resources possessed by the Library District will be named and accounted for in the annual budget.

## **5.0 Annual Audit**

An annual audit and management letter will be prepared and presented to the Board for review and approval.

## **6.0 Fiscal Control**

Checks and accounts payable must be signed by two account signatories. Account signatories shall include the library director and at least two board members. When two signatories are unavailable, checks and accounts payable may be approved by the business manager upon receiving documented authorization from two signatories.

Changes in financial institutions used by the Library District or changes in account configuration must be approved by the Board.

## **7.0 Cash Handling Policy**

The Board recognizes the fiduciary obligation to establish policies and controls to protect and sustain the assets of the Library District. Controls are required to safeguard against loss and to protect employees by defining responsibilities in the handling of cash. Cash is defined as currency, checks, money orders, negotiable instruments, charge card transactions, and electronic fund transfers.

a) Controls will be based on the principals of independent checks, secure systems, and staff training.

b) Controls will be reviewed annually in coordination with the LCLD audit.

c) LCLD employees and volunteers shall comply with all applicable policies and procedures.

## **8.0 Disposition of LCLD Cash Resources**

Disposition of cash resources is governed by provisions of Idaho Code regarding the finances of municipal corporations.

## **9.0 Donations**

The District may receive donations of real or personal property. Cash donations may be restricted:

- a. For use by a designated branch within the District, or
- b. For the purchase of either adult or youth materials

All other donations except for unrestricted cash are subject to approval.

## **10.0 Grants**

The Director shall review or have procedures in place for the review of all grant applications that impact the Library District. Any grant exceeding \$1500.00 or that commits the Library District for more than one year shall be brought to the Board for approval at a regular or special meeting. Grants applied for by outside groups (Friends, etc.) should be coordinated with the Director who shall cause each such application to be reviewed and approved as described above. The District shall not be bound to accept grants that do not follow Financial policy or procedures.

RESOLUTION

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE LATAH COUNTY LIBRARY DISTRICT, LATAH COUNTY, IDAHO, AUTHORIZING AND CREATING A CAPITAL ASSETS REPLACEMENT AND REPAIR FUND; AUTHORIZING AND CREATING A PLANT FACILITIES RESERVE FUND; PROVIDING FOR RELATED MATTERS; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, The Latah County Library District, Latah County, Idaho (the "District"), is a public library district created and operating under Title 33, Chapter 27, Idaho Code; and

WHEREAS, in the opinion of the Board of Trustees of the District, there is a need for the District to budget, set aside, and carry over from year to year monies to maintain, repair or replace the capital assets of the district, or to remodel, repair, furnish or equip existing library buildings in the district; and

WHEREAS, in the opinion of the Board of Trustees of the District, there is a need for the District to budget, set aside, and carry over from year to year restricted and unrestricted donor gift monies to purchase land, build new library facilities, or to build additions to current library facilities within the district.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE LATAH COUNTY LIBRARY DISTRICT, LATAH COUNTY, IDAHO, AS FOLLOWS:

Section 1: There is hereby created, pursuant to Section 33-2724(4), Idaho Code, a special fund to be known and designated as the Capital Assets Replacement and Repair Fund, into which may be placed and carried over from year to year any restricted or unrestricted monetary gifts from donors and any revenue from tax levies as permitted by statute.

Section 2: There is hereby created, pursuant to Section 33-2729, Idaho Code, a special fund to be known and designated as the Plant Facilities Reserve Fund, into which may be placed and carried over from year to year any restricted or unrestricted monetary gifts from donors.

Section 3: The officers of the District are hereby authorized and directed to take all action necessary or appropriate to effectuate the provisions of this Resolution.

Section 4: This resolution shall take effect and be in force immediately upon its passage and approval.

DATED this 27th day of October, 2020.

LATAH COUNTY LIBRARY DISTRICT  
Latah County, Idaho

By *Embellie Smith*  
Chairperson of the Board of Trustees

ATTEST:

*Melissa J Snyder*  
District Clerk