

SECTION 1: PURPOSE, ORGANIZATION AND GOVERNANCE

POLICY 1.7: BUDGET AND FINANCE

Passed: 1.7.3 – February 23, 2011

Amended:

On or before March 1st in each year, the Library Board must prepare and submit to the Municipal Council its annual budget for providing Library service in the Municipality. The Municipal Council is expected to approve, with or without amendment, the budget submitted to it by the Library Board. At the request of the Library Board, the Municipal Council is expected to approve an amendment to the approved budget. The Municipal Council is expected to include in the Municipality's annual budget a sum sufficient to finance the Library Board's approved budget. The Municipality is expected to pay to the Library Board the sum included in the annual budget and the payments must be made on the dates scheduled by the Library Board and the Municipality.

1.7.1 Expenditures and Financial Statements

The Library Board has, subject to the approved budget, exclusive control over the expenditure of:

- 1.7.1.1 All money provided by the Municipal Council for Library purposes;
- 1.7.1.2 All money given to the Library Board;
- 1.7.1.3 The revenue derived from any source, including fees, fines, and money recovered by the Library Board for detention, damage or loss of Library materials; and
- 1.7.1.4 All money received by the Library Board under an agreement to provide Library service.

The Library Board must provide to the Municipality annual financial statements that have been audited in the same manner as the financial statements of the Municipality.

1.7.2 Record Keeping

It is the duty of the Library Board to undertake record keeping duties by retaining all records in accordance with the legal requirements of Federal and Provincial statutes.

- 1.7.2.1 The Library Board shall be provided with a quarterly report on the financial affairs of the Library.

See Appendix A – Financial Records, Personnel Records and Administration Records

1.7.3 Investment – Surplus Funds

Library funds in excess of the Library's current needs may be invested in specified security funds that ensure a conservative low risk approach. The following are approved investment options:



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- (a) securities of the Municipal Finance Authority;
- (b) pooled investment funds under section 16 of the *Municipal Finance Authority Act*;

- (c) securities of Canada or of a province;
- (d) securities guaranteed for principal and interest by Canada or by a province;
- (e) securities of a municipality, regional district or greater board;
- (f) investments guaranteed by a chartered bank;
- (g) deposits in a savings institution, or non-equity or membership shares of a credit union

Earning on funds from Deferred Contributions will be attributed to each fund as earned. Earnings on funds for vacation and sick leave liabilities will be retained in operations as will any earnings beyond amounts attributed to Deferred Contributions as noted above. Investment transactions require the endorsement of two authorized signatories. Reports on investment activities and results shall be provided to the Library Board a minimum of quarterly.