

Clinton-Macomb Public Library
Financial Procedures

1. All checks received by the library must be stamped "For Deposit Only" and stored in a secure place until the next bank deposit is made.
2. All revenue needs to be recorded regardless of its source.
3. At the end of the day, cash drawers will be balanced to \$75 and the remaining money will be given to the bookkeeper.
4. At least weekly bank deposits will be made.
5. Accounts payable checks are only issued against original invoices that have been approved by a staff member.
6. The staff member authorized to make the purchase must approve and voucher the invoice.
7. Accounts payable checks will be issued bi-weekly.
8. A \$500 petty cash account will be maintained and expenses under \$100 and approved by the director will be reimbursed from the petty cash account.
9. The library director is authorized to purchase items for staff and/or volunteers in recognition of service or contributions to the library.
10. Checks exceeding \$100 require two approved signatures. Single signature checks will be allowed for up to \$100 unless the check is needed to correct a payroll problem.
11. The finance committee must approve all purchases and expenses - \$5,000 and above and outside of the approved budget.
12. After review, the finance committee will recommend an annual budget to the full board.
13. After review, the finance committee or treasurer will recommend payment of monthly bills to the full board.
14. The Suburban Library Cooperative's Centralized Purchasing Allocation shall be reported as a revenue item and will be spent on regular library purchases as approved by the library board and allowed by the cooperative.
15. Any contracts of \$5,000 or more must be approved by the Library Board before they are signed. All contracts \$50,000 or over will be sent to the library's attorney for review before being presented to the library board for approval. Other contracts may be reviewed by the attorney at the board's discretion.

Approved by Board Action on October 20, 2004