



# CASSELMAN PUBLIC LIBRARY



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Policy Type:	Governance	Policy Number:	GOV-07
Policy Title:	Financial Control/Oversight	Initial Policy Approval Date:	September 21st, 2017
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The board is accountable to the community for the library's financial affairs. The board must ensure adequate controls are in place to manage finances and see that the library has adequate resources to deliver service and fulfill its mission. This policy sets out the board's financial practices.

## Section 1: Accountability

### 1. Financial year

The financial year of the Casselman Public Library shall terminate on the 31<sup>st</sup> day of December in each year.

### 2. Bank accounts

In accordance with the **Public Libraries Act**, R.S.O. 1990, c.P44 s.15(4b), the treasurer will open an account or accounts in the name of the board in a chartered bank, trust company or credit union approved by the board.

### 3. Signing officers

- The board shall appoint at least three signing officers, one of which will be the treasurer
- All cheques or other orders for the payment of money in the name of the Casselman Public Library Board shall be signed by any two signing officers.

### 4. Budget

- In accordance with the **Public Libraries Act**, s. 24(1), the board shall submit to municipal council, annually on or before the date and in the form specified by council, estimates of all sums required during the year.

- b) The board prepares, for municipal council approval, annual estimates of a long-term capital budget which supports the library's approved long-term goals
- c) The board will provide sufficient information to support the estimates.

## **Section 2: Financial Monitoring**

1. The board monitors the finances in order to ensure that the ongoing financial position of the library is consistent with the priorities approved by the board. The board shall monitor the monthly financial report as prepared by the treasurer, at each meeting.
2. In accordance with the **Public Libraries Act**, s. 24(7), the accounts of the board shall be audited by a person appointed under section 296 of the **Municipal Act**, S.O. 2001, c. 25 and submitted to the council annually on or before the date specified by the council.
3. An audit may also be undertaken upon the death, resignation, dismissal or other termination of the treasurer of the board and at such other times as the board shall direct.

## **Section 3: Financial Responsibilities of Chief Executive Officer (CEO)**

1. The CEO will submit a copy of the financial statement to the provincial Ministry responsible for libraries as part of the requirements to complete the Ontario Public Libraries Annual Survey.
2. The CEO is authorized to operate the library within the approved budget.

### **Related Documents:**

**BL 03 – Terms of Reference of Officers**

**Municipal Act**, S.O. 2001, c. 25

**Public Libraries Act**, R.S.O. 1990, c.P44