Budget and Internal Finance Policy

Introduction
The safeguarding of assets owned by the Galena Public Library District, and for acting in the best interest of the entity and its mission lies with the elected members of the Galena Public Library District board of trustees.

Budget
The Galena Public Library District has a board-approved written budget. This budget is developed annually as a cooperative process between the board’s finance committee, the library director, and additional staff members with responsibility for budgetary elements. Each year, the board of trustees determines if the library’s revenues are adequate to meet the needs of the community. If the revenues are not adequate, the board of trustees shall take appropriate action to increase the library’s revenue, or decrease expenditures.

Financial Statements
The accounting company hired by the Galena Public Library District shall provide monthly financial statements. These financial statements are a compilation of statement of assets, liabilities, fund balances on a modified accrual basis, a statement of revenue and expenditures and the accompanying supplementary information, which is presented for supplementary analysis purposes. Comparative data of budget to actual comparison and current period to prior period shall be included.

Audit
The Galena Public Library District shall perform an annual audit in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States. The audit shall obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. It also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating overall basic financial statement presentation.

Accounts Payable
The library director shall report all expenditures to the accounting company for their reporting purposes. The library director is responsible for reporting expenditures in funds they were budgeted for; and for matching invoices and receipts with the accounts payable. The accounts payable reports are to be presented at each board of trustee meeting.
Semi-Annual Treasurer’s Report

The accounting company shall furnish the treasurer and library director with a semi-annual report of receipts and disbursements for each half of the fiscal year. This report must be filed with the Jo Daviess County Clerk.

Segregation of Duties

The administration of the Galena Public Library District is not large enough to permit an adequate segregation of duties in all respects for an effective system of internal accounting control. The following segregations of duty have been adopted to control this condition:

- One designated staff member is assigned to report the weekly income of the Galena Public Library. This report of cash and check revenues is checked by the library director for accuracy, significant areas of discrepancies, and for placing said income in the appropriate funds. Deposits are made weekly.
- One designated staff member is responsible for recording and balancing petty cash expenditures. Petty cash expenditures are to be reported at least once a month to the accounting company. Maximum petty cash balance is $100.00. Reimbursements can be given only for pre-approved purchases with an appropriate receipt.
- Service fees collected in the Alfred Mueller Historical Collections Room are deposited with the library director at the end of each day the special collections room is open to the public.
- Checks received over $5,000.00 shall be deposited as soon as possible.
- Property tax income is automatically deposited into the library’s checking account. The report is to be printed from the Jo Daviess County Treasurer’s report upon notification and to be given to the library’s accountant.

Bank Statement Reconciliation

The library’s treasurer and accountant shall reconcile bank statements on a monthly basis.

Authority to Spend

The library director is authorized to spend up to $1,000.00 without prior board approval. Approval by the board of budget amounts in the Annual Operating Budget shall be acknowledged as prior approval for spending purposes.

The Galena Public Library District may spend in excess of $25,000.00 for capital improvements only after completing the formal bid process as described in Illinois Law. In case of extreme emergency, the library director of the Galena Public Library District may spend $4,000.00 in addition to $1,000.00 with the approval of any two library board members.
Authority to Sign

The library director and officers of the board, with the prior approval of the board have authority to sign contractual agreements for the library.

Signature Card Holders

The library director of the Galena Public Library District is not authorized to sign checks or receive cash from library accounts except when the board of trustees authorizes such action through the approval of checks to reimburse petty cash. The library board shall designate at least three board members, one of whom is the treasurer, to sign checks. Two signatures are required on each check. Signature cards with current designees’ signatures must be on file at each financial institution with which the library works.

Fund Transfers

Two designated board members of the board of trustees are authorized to transfer funds from one library account to another library account which transfer has been approved by the board of trustees.

Business Credit Cards

Business credit cards are to be made out to designated staff and board members only. These credit cards are to be kept in the director’s office and can only be used with prior approval.

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