



FINANCE POLICY

Policy Number: 2022-010
Approved: September 2022
To be reviewed: September 2025

Purpose or Intent

The Town of Trochu Library Board is accountable for the effective management and stewardship of the Board's financial resources. The Board will monitor the financial status and ensure compliance with legislation by requiring regular reports. The Board treasurer will review all financial reports and statements to report at each regular Board meeting. The Library Manager will be delegated the day-to-day administration of finances within the budget parameters.

Authority

The Town of Trochu Library Board is required to set out policies with respect to:

finance, including designation of expenses for which board members and staff will be reimbursed, the form and manner in which those expenses shall be claimed and the appointment of signing officers for the board.

Libraries Regulations 7 (1) (c).

Policy Statements

1. The Library Board tenders bank accounts at the financial institution best able to meet the financial needs of the board. The Board shall consider interest rates, loaning policies, financial products, and banking fees as it makes its decision on where to tender its accounts.
2. The Board Chairperson, Vice-Chairperson, and Treasurer shall be appointed signing officers for the Board. Additional signing officers may be appointed from the Library Board by the Library Board.
3. The treasurer is responsible for paying expenses including those bills paid electronically or by using e-transfer as outlined in the current budget. Signatories cannot sign off on funds being issued to themselves.
4. The fiscal year of the Library Board shall be January 1 to December 31.
5. The Library Manager is authorized to administer funds according to the budget approved by the Board.
6. Expenditures over or outside the scope of the Board-approved allotments, or over-expenditures of funds will require a Board motion to be approved.



7. The Board will reimburse staff and board members for library expenses incurred during library-related activities approved in advance by Board motion.
8. The Treasurer will be the chair of the Finance committee. The Finance committee will be accountable to ensure accurate and transparent reporting to the Board at each regular meeting, ensure timely reporting to provincial and other entities, determine allotments of reserve funds, forecast fundraising projections for the budget year and provide financial oversight and advice as necessary.
9. The Board may set up one or more reserves as outlined in the Reserves Policy Number 2022-0XX. Reserves are intended to ensure the stability of the mission, programs, employment and ongoing operations of the library.
10. The Board will maintain a balanced operating budget¹ for each fiscal. The Board may indicate a surplus but not a deficit. Any shortfall needs to have a plan for mitigating the issue including making tough decisions in order to remain fiscally responsible.

Budget Approval Procedures

11. A draft operating budget shall be prepared annually and presented to the Board at the November meeting. It should include the 'assumptions' used to forecast the budget items (e.g. the number of hours of operation, the cost of utilities, the salary increases, the fundraising goal, etc.) and input from the Library Manager.
12. The Finance Committee should undertake a presentation of the draft budget and other issues to the Town Council in November. The estimate of municipal funds required for the following fiscal shall be submitted to municipal council in January to be included in their budget deliberations.
13. The Board shall adopt the operating budget as soon as the grants are finalized (usually by end of April).

¹ A balanced budget is a financial plan in which revenues are equal to expenditures, such that there is no budget deficit or surplus. Generally a surplus – or carryover – is allowable but a deficit is not.



Claiming Expenses for Approved Library-related activities

14. Attendance at library-related activities that incur a cost must be approved by board motion in advance. These may include:
 - a. Professional development, including courses, workshops, and conferences;
 - b. Attending meetings on behalf of the library board; and,
 - c. Materials purchased for the library (e.g. books purchased at a local bookstore, materials purchased for library programs, etc).
 - d. Library staff scheduling changes that incur an additional expense to the budget (e.g. education sessions, coverage for performance appraisals, etc.)
15. A written request for approval to attend a library-related activity shall be submitted to the Board including an estimate of the anticipated expenses including any additional wages and benefits.
16. The Board will consider the Budget allotment, the Goals and Objectives of the Plan for Service and the performance goals and objectives of the staff member in determining approval. The Board shall make a motion to approve/not approve. The approval motion may set limits on how much may be reimbursed on an expense.
17. All reimbursements of the library manager and staff must be submitted to the treasurer for approval. All board member reimbursements must be approved by Board Motion.
18. Reimbursement for charges paid by personal account may be claimed by submitting original receipts (except for meals) and a completed Expense Claim Form (Appendix A) to the treasurer. The expenses may include the following:
 - a. Travel-related expenses, including:
 - i. Mileage for work-related travel in the claimant's personal vehicle.
Mileage shall be paid at the current rate set by the Alberta Government Expense Policy for use of a private vehicle.
 - ii. Fares for other methods of transportation (e.g. bus fare, taxi fare)
 - iii. Vehicle rental charges, including fuel charges
 - iv. Parking charges
 - v. Hotel charges
 - vi. Restaurant meal charges. Note that meals are reimbursed at a set rate and do not require receipts. These rates are:
Breakfast: \$10.00
Lunch: \$15.00
Supper: \$25.00



- b. Registration, tuition, membership or other similar charges.
- c. Charges for collection items and other materials purchased for the library on a personal account.
- d. Other library expenses not listed above that are approved in advance.

Pam Bezanson, Library Chairperson

Date



Appendix A: Trochu Municipal Library Board Expense Claim Form

****Attach original receipts****

Name: _____

Address: _____

Date Claim Submitted: _____

Mileage Claims:

Date	Purpose of Trip, Including Destination	Total kms	(km x \$0.51)

Other Items:

Date	Description	Subtotal	GST	Total

Total Amount Claim: _____

Claimant Signature

Print Name

Date

Approval Signature

Print Name

Date