



Minerva Free Library
116 Miller Street
Sherman, NY 14781
Phone: 716-761-6378
Financial Control Policy

Petty Cash Policy

A Petty Cash fund shall be established for the Minerva Free Library for the purchase of materials, supplies or services under conditions requiring immediate payment. The amount of such fund will not exceed \$100.00. The Board of Trustees of the Minerva Free Library shall appoint the Library Director, or designee, to be the custodian for the library's petty cash fund, and the Director or designee shall administer and be responsible for the security of the funds and the control of disbursements .

To ensure that these funds are properly managed, the following guidelines shall be followed:

1. Receipts and cash-on-hand must always total the authorized fund amount. All disbursements from such funds are to be supported by receipted bills or other evidence documenting the expenditure, which will be presented to the Board of Trustees at the subsequent board meeting.
2. Payments may be made from petty cash for materials, supplies or services', requiring immediate payment, but it is not to be used for frequently purchased items or with vendors that the Library already has an account.
3. Employees should provide a vendor with the Library's tax-exempt certificate before each purchase to avoid being charged sales tax.
4. The library director, or designee, will maintain a log of disbursements from the petty cash fund.
5. The library director, or designee, will conduct a weekly audit of funds.

Credit Card Policy

1. Credit cards will be established in the name of the Minerva Free Library and specific individuals for use pursuant to the Minerva Free Library use and benefit only. The credit card may not be used for the purchase of personal items, alcoholic beverages or tobacco products. All monthly statements and correspondence will be sent to the Minerva Free Library.

2. Credit cards will be issued to: a. Director b. President of Board

Credit limit set at \$2,000 by Community Bank.

3. Prior to initial receipt of any credit/credit card, each individual must agree to and sign credit/debit



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card responsibility and use procedures.

4. Credit cards will be used primarily for prepayment of materials when required by a vendor.
 - a. The Credit card may not be used for personal expenses.
 - b. The Credit card does not replace requisitions and purchase orders.
5. Credit cards will be locked in a secure library file when not in use.
6. Library financial officer will have oversight of the Credit card use.

Procedures for Credit card use:

All purchases and expenditures of Minerva Free Library funds must be within approved budget guidelines. Minerva Free Library requires documentation in the form of email confirmation, invoice, receipt of goods or services, and subsequent payment from an invoice as appropriate.

Anticipated purchases made with VISA cards are programming supplies, cleaning supplies, conference registration and accommodations, purchases from Amazon.com for library materials and program supplies.

Any and all use of the VISA card requires the following:

1. All charges require itemized receipts/invoice with the purchase order number. If the card is used for online purchases, the transaction confirmation page from the site is to be printed and submitted.

Purchasing Policy

The Director is responsible for the purchasing of all items under the supervision of the Board of Trustees. The Director purchases budgeted items using the approved book vendors, petty cash, and checks (checks may only be signed by the Treasurer and President of the Board). The Board of Trustees supervises purchases by approving the yearly budget and reviewing all receipts/accounts at quarterly board meetings in accordance with that budget.

Purchasing approvals:

- Purchases under \$500 at the discretion of the Library Director.
- Purchases between \$500 and \$999.99 the Director must consult the Treasurer, i.e. purchases of furniture,



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equipment, etc.

-Purchases over \$1,000:

1. Library Director creates spec sheet on work or purchase.
2. The Library Director must make a concerted effort to obtain three written bids.
3. The Library Director selects one of the 3 estimates, if available, based on quality, cost and availability (of contractor).
4. The Library Director brings decision to the Board for approval of funds. The Project Report will briefly reflect estimates received and choice made.
5. All estimates are filed in project folder.
6. The Board approves or disapproves.
7. If project is disapproved, the Board will advise the next steps.

Materials may be purchased and ordered by the Director in accordance with the budget in the following ways:

Use of debit card

Use of petty cash – policy is outlined in ‘Library Petty Cash Policy’

Policy:

Reoccurring Expenses (Payroll, Utilities, Insurance, Security, etc.)

Board will pre-approve the payment of reoccurring expenses at the first board meeting of each year.

Deposits:

Deposits will be made on an as needed basis by the Director or Treasurer and recorded in the Savings Account Excel Register.

Tax Exempt Forms:

For Library purchases only