HIGH PRAIRIE MUNICIPAL LIBRARY

BYLAW AND POLICY MANUAL

POLICY C-5

FINANCIAL CONTROL POLICY

In accordance with changes made to the Libraries Regulations, the Board of the High Prairie Municipal Library enacts this policy.

SIGNING AUTHORITIES

* 1. The signing authority shall reside in the following three positions: Board Chair, an appointed Trustee, and the Library Manager.

EXPENSES WHICH MAY BE CLAIMED AND CLAIM FORMS

2.1 Board members and Staff may claim for preauthorized expenditures on a personal Expense Claim form.

2.2 Expenses which may be claimed are:

a) Travel to and from meetings or conferences

 b) Meals while on approved Board business

 c) Conference and meeting fees

 d) Courses as approved

2.3 Travel expenses will be paid as set out in the current CRA mileage rate schedule.

 Meal expenses will follow the current National Joint Council Appendix C.

 (See Schedule B)

Where time does not permit preauthorization by the Board, the Board Chair or the Board Vice may authorize meeting attendance with ratification to be made at the next Board meeting.

CAPITAL RESERVE

3.1 Any excess accrued at the end of the financial year shall be transferred to the Capital

 Reserve account.

PURCHASE OF GOODS AND SERVICES

4.1 Any expenditure under $5000.00 if in the budget is at the discretion of the Manager.

 Expenditures over the amount of $5000.00 require three quotes which must be recorded.

 Quotes between $5000.00 and $10,000.00 - oral quotes are sufficient.

 Quotes over $10,000.00 - must be written quotes.

 If three quotes are unavailable or not obtained then the Manager will indicate the reason.

 Any expenditure under $10,000 does not have to be advertised.

 Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Approval: ­\_\_\_\_\_\_\_\_\_\_Feb 2016\_\_\_\_

 Review Date: ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_September 2019\_\_\_\_\_\_\_\_\_\_\_\_