

Midland Public Library

Policy Type: **Governance**

Policy Number: **GOV – 07**

Policy Title: **Financial Control / Oversight**

Initial Policy Approval Date: April 2016

Last Review/Revision Date: July 2023

Year of next Review: 2027

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

- i) Financial year
The financial year of the Midland Public Library shall terminate on the 31st day of December in each year.
- ii) 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.
- iii) Credit account
The Midland Public Library CEO will hold the library's credit card in his/her name in conjunction with the Library and direct its use. Payment of statements for the credit account will be done by the Finance Department at the Town of Midland, as described in the Memorandum of Understanding.
- iv) Signing officers
All cheques or other orders for the payment of money in the name of the Midland Public Library Board shall be issued by the Finance Department at the Town of Midland, as described in the Memorandum of Understanding.
- v) Budget
 - a) In accordance with the **Public Libraries Act**, s. 24(1), the Board shall submit to 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 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.

Financial Control (Continued)

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.
3. The CEO of the Midland Public Library requires Board approval when initiating or disposal of an asset when a cumulative value exceeding \$10,000

Related Documents:

Midland Public Library Board. **BL 03 - Terms of Reference of Officers**
Municipal Act, S.O. 2001, c. 25
Public Libraries Act, R.S.O. 1990, c. P44