



Kenora Public Library Board

POLICY

SECTION: Governance	NO: GOV-07
TITLE: Financial Control and Oversight	DATE: February 28, 2024
	Next Review Date: February 2026

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

Financial year

The financial year of the Kenora Public Library shall terminate on the 31st day of December in each year.

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.

Signing officers

- The board shall appoint at least three signing officers, one of which will be the treasurer.
- Any cheques or other orders for the payment of money in the name of Kenora Public Library Board shall be signed by the treasurer, or other designated signing officer.
- The CEO shall be the signing officer for contracts with vendors and granting agencies.

Budget

- The board, with the assistance of the treasurer, shall develop an annual operating budget showing potential revenue from all sources (province, local, donations, self-generated) and proposed expenses for library operations.
- The board, with assistance of the treasurer, may prepare a long-term capital budget which supports the library's approved long-term goals.
- The Annual Operating and Capital budgets shall be approved at a meeting of the library board.

Estimates

- 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 for the purposes of the board.
- The board will provide sufficient information to support the estimates.

Section 2: Financial Responsibilities of Chief Executive Officer (CEO)

- The Library CEO will be the treasurer for the library board, working with the municipality to maintain and report on library finances.
- The CEO will submit a copy of the audited financial statement to the provincial Ministry responsible for libraries as part of the requirements to complete the Public Library Operating Grant application, if required or upon Ministry request.
- The CEO is authorized to operate the library within the approved library budget and shall authorize payments of all invoices and payroll within the budgeted amounts.
- The CEO may apply for, and bind, any grants deemed appropriate for the operations of the library.
- The CEO may accept donations of cash, in-kind, or materials to support the operations of the library.

Section 3: Financial Monitoring

- The board monitors the finances 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.
- 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.
- 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 4: Authorization of Reserve Accounts

- The CEO may authorize the annual roll-over of any unused funds or interest into an Operating Reserve Account. The library reserve accounts may not include annual provincial funding which must be spent on library services in the fiscal year received.
- The library reserve accounts will be held by the library and will be credited with any interest earned on the fund balances.
- Board resolution is required when requesting or recommending Council-held reserves be accessed, such as in Development Charge reserves. The Finance Department and/or Council shall approve such requests, according to the municipal by-law.

Related Documents:

Kenora Public Library Board. **BL-01 - Board By-laws**

Municipal Act, S.O. 2001, c. 25

Public Libraries Act, R.S.O. 1990, c. P44

History			
Approval Date:	Feb. 28, 2024	Approved by:	Marj Poirier
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