

## Part XII - Financial Procedure

**Treasurer:** A Board Member who oversees the financial proceedings of the library, insuring that policies are adhered to and checks and balances are followed.

**Bookkeeper:** In charge of daily financial obligations of the library: paying bills, payroll IRS reports, monthly Board reports and assists in completing the NYS Annual Report.

- 1) Budget Cycle
  - a. The Benedek Memorial Library follows the calendar year: Jan. 1 – Dec. 31
- 2) Check Signers
  - a. Normally, the Treasurer, Bookkeeper, Director and one Board Member are authorized to sign checks, allowing easy access to the two required signatures. Signature cards are held at the Community Bank and need to be updated when people authorized to sign resign their position.
- 3) Orders
  - a. An order is place with vendor and an invoice sent to the Library.
  - b. The Director checks the invoice against the order and the Director gives the invoice to the Bookkeeper.
  - c. The Bookkeeper writes a check and enters the check into the registry.
  - d. The check is returned to the Director for a second signature and mailed to the vendor.
  - e. Single Item Purchases over \$150.00 require Board approval.
- 4) Payroll
  - a. The employees submit time sheets every two weeks.
  - b. The employee and supervisor sign the time sheets.
  - c. The bookkeeper records wages and computes FICA and the paychecks are returned to the Director for a second signature.
  - d. Bookkeeper submits quarterly IRS reports to the Director, with a check. The check is signed and returned to the Bookkeeper for payment.
- 5) Financial Reports
  - a. A monthly financial report will be submitted by the Bookkeeper to the Board for approval.
  - b. A quarterly audit is done by a sub committee and presented to the Board for approval.
  - c. IRS Form 941, Employer's Quarterly Report is completed by the Bookkeeper and paid.
  - d. The NYS Annual Report is submitted yearly, first to the Board for approval and then to STLS, who forwards it to the State.
  - e. The Bank statements are sent to the Library and opened and checked by the Director before being sent to the Bookkeeper.