FINANCIAL POLICY

Policy Statement

As a Michigan township library[1] the Chesterfield Township Library is required to adopt financial regulations and to comply with state statutes[2].

Regulations

1. The library board annually holds a public hearing and approves a budget.
2. An annual, independent, outside audit is conducted.
3. The library board has a written financial plan.
4. The library board has written financial guidelines governing the receipt of checks, frequency of bank deposits, petty cash levels, authorized spending levels for the library director, number of required signatures on checks, credit card transactions, expense vouchers, and the approval process on contracts exceeding $20,000.
5. The library board has a written Credit Card Transaction Policy.
6. The library board has a written Electronic Transactions Policy.
7. The library board has a written Fund Balance Policy.
8. The library board has a written Gifts and Donations Policy.
9. The library board has a written Investment Policy.
10. The library board has a written Petty Cash Policy.
11. The library board has a written Purchasing, Bid and RFP Policy.
12. The library board has established an Endowment Fund administered by the Anchor Bay Community Foundation.
13. The bookkeeper will prepare a monthly report for the board covering cash flow reconciliation and library investments.
14. The accounting administrator will prepare a monthly report for the board covering a list of checks and payments issued, and a year to date budget report.

Approved: June 15, 2022
Chesterfield Township Library Board of Trustees

[1] P.A. 164 of 1877 *et seq.* City, Village, and Township Libraries Act
[2] P.A. 2 of 1968 *et seq*. Michigan Uniform Budgeting and Accounting Act, and P.A. 34 of 2001 *et seq*. the Revised Municipal Finance Act.