



Taber Public Library Policy Manual

Finance Policy: Banking

PURPOSE:

Finance Policy and Procedures for the Taber Public Library

POLICY:

The Library Manager and Board shall select a Banking Institution to provide services to the Library.

GUIDELINES:

1. From time to time, the Finance Committee may review the banking services provided to the Library and make recommendations for change to the Board.
2. Banking records shall be forwarded to the Library and reviewed for accuracy by the Library Manager and Treasurer.
3. Banking records shall be kept for a period as stated in the Records Management Bylaw and Policies.
4. The Library Manager shall be authorized to make deposits, obtain account balances and investment information as necessary from the financial institution.

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