



Taber Public Library Policy Manual

Finance Policy: Security/Fraud Management

PURPOSE:

Finance Policy and Procedures for the Taber Public Library.

POLICY:

The Library Manager and the Board shall ensure that all finances are protected.

GUIDELINES:

1. Cash funds shall be secured in a locked area.
2. A petty cash float of up to \$500.00 shall be available and kept in a secure locked area.
3. Taber Public Library's financial records shall be maintained on a computer with limited access. A back-up of all accounting records shall be stored in 3 locations: on a storage drive, on a portable USB drive, and on the library's remote drive.
4. Essential records (payroll, pension and employee files) and contracts shall be stored in locked fire-proof filing cabinets.
5. Signing authority for cheques...the Chair, Vice-Chair, Treasurer and Library Manager shall be the Signing officers of the Board with two signatures necessary on cheques, one signature being that of the Library Manager.

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