



Taber Public Library Policy Manual

Finance Policy: Allocation

PURPOSE:

To provide an efficient and effective means of utilizing available funds.

POLICY:

The finance committee and Library Manager will prepare annually a draft budget, including all revenues and expenditures, for presentation to the library board.

GUIDELINES:

1. The finance committee will utilize any information available when drawing up the budget. This should include the plan of service as well as any grants that may be applied for.
2. The budget should be presented in the format requested by Town Council listing all categories.
3. The finance committee will present the first draft to the library board at the September meeting.
4. The finance committee will present the final draft to the library board at the November meeting.
5. The library board and finance committee will present the budget to Town Council as required.

Date of Approval: September 5, 1995

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June 10, 2008
May, 11 2010
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October 13, 2015
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