**Centralia Community Library**

**Budget, Finance, and Capital Improvement Policy**

An annual budget for the Centralia Community Library will be prepared by a finance committee, appointed by the Chairman, and presented at the Board of Trustee Meeting in April for approval. This budget will then be presented to the City by June.

The budget will be based on the current and future needs of the library.

Once the budget is approved and filed with the city clerk the appropriation shall not be used for any other purpose. Expenditures may not exceed the published budget. Any balance remaining in the fund at the end of the current budget year shall be carried forward to the next budget year (K.S.A. 79-2935).

The Treasurer will report the financial status on all accounts at the regular Board meeting of Trustees.

Within the General Library Account, as a means to track Grant monies, a separate ledger will be kept for any and all grants that are not included in the fiscal budget. The check memo will reflect the grant name and the purpose of the expenditure.

The Board will establish a capital improvement fund, with yearly additions, not to exceed 10% of the certified operating tax budget.

All banking will be done with The First Heritage Bank of Centralia*.*