

# **Niobrara County Library Fiscal Responsibility**

## **Policy Statement General Financial Management**

The Library Board of Trustees oversees the financial resources of the Library Fund and their use. The Library Fund shall be used only for library purposes and officers of the Library Board of Trustees shall review and sign all vouchers.

The Library accounts are maintained in accordance with accounting principles for government entities, and presented in the County's Annual Financial Report.

The County Librarian is responsible to the Library Board of Trustees for the execution of the bookkeeping, record keeping and reporting procedures established by law.

The County Librarian submits monthly revenue, expenditures, and transfers of funds reports. These activities provide the Library Board of Trustees with the information they need to exercise their stewardship obligations, and ensure the Library Fund is managed in accordance with applicable laws, regulations, and policies. The County Librarian reports directly to the Library Board of Trustees about the use and management of the Library Fund.

The County Librarian/Director shall make payments for goods and services as per the Budget Expenditure Policy. A licensed public accountant is engaged by the County to audit the funds and accounts of the Library each year.

## **Policy Statement Budget Expenditure Policy**

The Library Board of Trustees establishes spending priorities and adopts budgets for library operations and capital development each year. Upon adoption of the budgets, the Library Board of Trustees authorizes the County Librarian to direct expenditures from the Library's Operations and Capital Development funds, and conduct activities in accordance with the spending plans.

The Board of County Commissioners annually establishes the Library's expenditure authorization by an act of appropriation. The library may not exceed its total expenditure authorization for operations, or capital development without a supplemental appropriation. The Library Board of Trustees may request a supplemental appropriation from the Board of County Commissioners in accordance with established policies when, and if the library needs to increase its expenditure authorization.

The County Librarian authorizes transfers of up to \$10,000 per transaction among expenditure categories within a budget fund, and must inform the Library Board of Trustees of these transfers. The Library Board of Trustees must approve transfers in excess of \$10,000 per transaction among expenditure categories within a fund, and all transfers between funds.

The County Librarian makes all payments for goods and services.

## **Policy Statement Fund Balance Reporting and Classification**

This Statement (re: GASB 54; March 2009) is designed to improve financial reporting by establishing fund balance classifications that are easier to understand and apply. In essence, it establishes a hierarchy based largely on the extent to which a government is bound to observe spending constraints that govern how it can use amounts reported in the governmental funds balance sheet.

GASB Statement 54 (effective 6/30/2011) establishes the following classifications depicting the relative strength of the constraints that control how specific amounts can be spent:

- **Nonspendable fund balance** includes amounts that are not in a spendable form (inventory, for example) or are required to be maintained intact (the principal of an endowment fund, for example).

- **Restricted fund balance** includes amounts that can be spent only for the specific purposes stipulated by external resource providers (for example, grant providers), constitutionally, or through enabling legislation (that is, legislation that creates a new revenue source and restricts its use). Effectively, restrictions may be changed or lifted only with the consent of resource providers.

- **Committed fund balance** includes amounts that can be used only for the specific purposes determined by a formal action of the government’s highest level of decision-making authority. Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally. An example of this fund is the Niobrara County Library Cash Reserve.

- **Assigned fund balance** comprises amounts intended to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund. The amount of money **budgeted** as beginning cash and the WSL Central Acquisition fund would be considered an assigned fund balance for the Niobrara County Library.

- **Unassigned fund balance** is the residual classification for the general fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose. If another governmental fund has a fund balance deficit, then it will be reported as a negative amount in the unassigned classification in that fund. Positive unassigned amounts will be reported only in the general fund. Should the amount of beginning cash be greater than what was budgeted by the Niobrara County Library it would then be considered as an unassigned fund balance.

## Document Review Dates

<b>Policy Name:</b>	<b>Fiscal Responsibility</b>
Policy Basis:	Wyoming State Statutes 18-7-102 Wyoming State Statutes 18-7-103 GASB Statement, March 2009
Original Date:	2006, 2012
Revision Date:	05/12/2014 (This policy combines the Financial Management Policy, the Budget Expenditure Polcy & the Fund Balance Reporting & Classification Policy
Next Operational Review Date:	2023
Reviewed and Approved By:	County Librarian and Board of Trustees 02/10/2020