

## **FINANCIAL REPORTING - INTERNAL**

The Library Director shall present to the Library Board of Trustees at each regularly scheduled Board meeting:

- A report indicating cash balances on hand for each fund at the beginning of the month, total activity for each fund, and balance on hand for each fund at the close of each month.
- A report indicating amounts of receipts and expenditures by budget category for the current month and fiscal year to date.

Further, the Director shall make available for inspection by the Board of Trustees original copies of all invoices scheduled to be paid from Library funds for the month being reviewed.

Latest Revision: March 27, 2006  
Originally Adopted: March 29, 1999