Meaford Public Library

Financial Control
Policy-39
June 2026

The Meaford Public Library Board is accountable to the community for the library's financial affairs. The board must ensure adequate controls are in place to manage finances and see that the library has adequate resources to deliver service and fulfill its mission. This policy sets out the board's financial practices.

Section 1: Accountability

1. Financial year
   The financial year of the Meaford Public Library shall terminate on the 31st day of December in each year.

2. Bank accounts
   In accordance with the ***Public Libraries Act***, R.S.O. 1990, c. P44 s. 15(4b), the treasurer will open an account or accounts in the name of the board in a chartered bank, trust company or credit union approved by the board.

3. Signing officers
   a) The board shall appoint at least three signing officers, one of which will be the treasurer.
   b) All cheques or other orders for the payment of money in the name of the Meaford Public Library shall be signed by any two signing officers.
   c) The CEO shall be the signing officer for contracts with vendors and granting agencies.

4. Budget
   a) The Annual Operating and Capital budgets shall be approved at a meeting of the library board.

5. Estimates
   a) In accordance with the Public Libraries Act, s. 24(1), the board shall submit to council, annually on or before the date and in the form specified by council, estimates of all sums required during the year for the purposes of the board.
   b) The board will provide sufficient information to support the estimates.

Section 2: Financial Monitoring

1. The board monitors the finances to ensure that the ongoing financial position of the library is consistent with the priorities approved by the board. The board shall monitor the monthly financial report as prepared by the CEO/Treasurer at each meeting.

2. In accordance with the ***Public Libraries Act***, s. 24(7), the accounts of the board shall be audited, by a person appointed under section 296 of the ***Municipal Act,*** S.O. 2001, c. 25 and submitted to the council annually on or before the date specified by the council.

3. An audit may also be undertaken, upon the death, resignation, dismissal or other termination of the treasurer of the board, and at such other times as the board shall direct.

Section 3: Financial Responsibilities of Chief Executive Officer (CEO)

1. The Library CEO will be the treasurer for the library board and will maintain and report on library finances.

2. The CEO is authorized to operate the library within the approved budget and shall authorize payments of all invoices and payroll within the budgeted amounts.

3. The CEO will submit a copy of the audited financial statement to the provincial Ministry responsible for libraries as part of the requirements to complete the Public Library Operating Grant (PLOG) application, if required or upon Ministry request.

4. The CEO may apply for, and bind, any grants deemed appropriate for the operations of the library.

5. The CEO may accept donations of cash, in-kind, or materials to support the operations of the library.

Related Documents:
Meaford Public Library, ***Board Bylaws***
Meaford Public Library***, Policy 30 – Collection Development***
Meaford Public Library, ***Policy 40 Purchasing Policy Public***
Libraries Act, R.S.O. 1990, c. P44
Municipal Act, 2001, S.O. 2001, c. 25

Approved: July 2012
Revised: June 2017
Revised: June 2026