

Town of Barrington
Fiscal Management Policy
(With Barrington Public Library Addendums)

I. Purpose

The purpose of this policy is to safeguard the Library and its employees while providing consistent internal controls for purchasing, surplus property disposition, budget fund transfer and handling of library receipts. The Library is committed to providing transparent and straightforward financial practices to strengthen operating efficiency and fiscal responsibility.

II. Application

As a department which requests and expends funds through Town Meeting, the library chooses to follow this Town policy with the following changes to allow for the fact that the Library Trustees, under RSA 202-A:11, have sole authority to expend all monies raised and appropriated by the Town.

III. Guidelines

A. Purchasing

In order to safeguard the interests of the library, secure the best work or supplies at the lowest practicable price and to manage budgetary expenses, the following process will be followed:

- All purchases over \$5,000.00 will require a purchase order
- Purchases above \$10,000, in addition to a purchase order, will require a formal bidding process, which may include the preparation of written specifications by the Library Director/Library Trustees or a request for proposal and notice in a newspaper of general circulation in Barrington, with final award by the Board of Library Trustees.
- Contracted services or purchases above \$15,000, in addition to a purchase order, will require the preparation of written specifications, a request for proposal, and notice in a newspaper of general circulation in Barrington, with final award by the Library Board of Trustees.
- Contracted services or purchases that are procured through a vendor approved under the State of NH or County Purchasing Contract will only require a purchase order.
- The purchasing policy may be waived by the Chair of the Board of Library Trustees in the event of an emergency where public safety may be at risk, or at any other time when deemed to be in the best interest of the library to maintain operation.

B. Surplus Property Disposition

Surplus Town property is defined as property belonging to the Town of Barrington, which is obsolete, damaged, unusable or in excess of need, including equipment (regardless of cost and estimated life), vehicles, supplies, and furniture, etc. This does not include real property. **Excluded from this definition, according to the NH Attorney General, are any items purchased with funds donated to the library, or purchased for the library without taxpayer money. Funds from sale of these items will be kept in library accounts rather than being turned over to the Town General Fund.**

Property defined as surplus property will be disposed according to the following procedures:

- The disposition preference of surplus Town property shall be determined by using the following priority list for recipients:
 1. Other Departments;
 2. School district;
 3. Other municipalities
 4. Other interested parties

- Upon determining an item as surplus by the Library Director and Library Board of Trustees, the surplus item will be removed from use (inventory) and the disposal process initiated. The Library Director will work in concert with the Library Board of Trustees in determining the disposition of the items declared surplus.
- The following thresholds should be used when determining the appropriate procedure for the disposal of all surplus property.
 1. Surplus items with an estimated current market value of \$0 (i.e. obsolete, damaged, etc.) do not have to be advertised if the property is to be scrapped. The Library Director is directly responsible for making sure the items are properly scrapped.
 2. Surplus items with an estimated current market value of \$100 to \$1,000 will be advertised for sale or posted by the Library Director for a period of 1 to 3 days as deemed appropriate. The Library will assume the cost of any such posting through their operating budget. At the close of the advertising period, the Library Director will review bids and sell the items to the highest bidder. If there is no bidder for the items, the Library Director will notify the Library Board of Trustees who will then determine proper disposition of the items.

When the surplus item(s) were originally purchased with tax-payer funds, proceeds from the sale will be returned to the General Fund. When the item was originally purchased with private library funds from donations, bequests, or interest from library investments, the proceeds shall be returned to the accounts held by the Library Board of Trustees.

The Library Director is responsible for the transfer of surplus items to the recipient/buyer in a timely manner at the buyer's expense. The Library Director is also responsible for removing the item from inventory and informing the Financial Department of the items status immediately.

The Library Board of Trustees must approve all sales or transfers to any employee, or their immediate family members. The sale price of all items sold to employees or their immediate family members should approximate current market value.

The Library Board of Trustees and the Library Director retain the right to refuse any and all bids and to consider factors deemed significant along with bid price in determining the recipient of property.

C. Deposit Policy

All receipts that the Library Trustees are entitled to and responsible for, including those generated from functions, programs, fund raisers, general revenue or any other manner in which receipts are acquired, must be deposited on a weekly basis whether cash, check, or other form. When receipts are less than \$100, a deposit may be deferred until the receipts total \$100.00. Receipts less than \$100.00, and those receipts awaiting deposit, must be secured in the lock box in the Library Director's Office at the close of business each day. **Under no circumstances shall any individual remove receipts from the library lock box except for the purpose of depositing the receipts as described above.**

D. Budget Line Transfers

Funds within the Library Budget may be transferred from one budget line to another by the Library Director upon request and approval of the Library Board of Trustees.

E. Penalty

The Library Trustees will respond to any violation of this policy in accordance with its accepted disciplinary policies set forth in the personnel policy manual with library amendments.

Approved by the Board of Trustees, March 26, 2008