

GREENBURGH PUBLIC LIBRARY POLICIES AND PROCEDURES MANUAL

BUDGET TRANSFERS	NUMBER	PAGE: 1 of 1
	EFFECTIVE DATE:	July 1, 2009
	APPROVED:	June 25, 2009

I. **PURPOSE**

This policy provides guidelines on the financial management of the Library's budget for the Library Director. The Director shall be delegated responsibility for purchase of materials, supplies, and equipment required for proper operation of the Library, and for the financial operation of the Library within the limitations of the budgeted appropriation.

II. **POLICIES**

- a. Budget transfers within functional areas of the operating budget for \$2,000 or less can be authorized by the Library Director without prior Library Board approval. The Library Board will be notified of all transfers at the next regularly scheduled Board meeting.
- b. Budget transfers within functional areas of the operating budget for more than \$2,000 and up to \$4,999; require approval by the Chair of the Finance Committee. If the Chair of the Finance Committee is unavailable the Library Board President can approve transfers. The Library Board will be notified of all transfers at the next regularly scheduled Board meeting.
- c. Budget transfers within functional areas of the operating budget for \$5,000 or more require approval by a majority vote of the Library Board of Trustees.
- d. Budget transfers between functional areas of the operating budget must be approved by a majority vote of the Library Board, and signed by the Library Board members.
- e. Budget transfers between budgets (i.e. the operating budget and capital budget) must be approved by a majority vote of the Library Board, and signed by the Library Board members.

This policy is issued by the Library Board of Trustees and is subject to periodic review and/or revision at the sole discretion of the Board. Appeals must be submitted to the Board in writing.