

FP-02	REVENUE & EXPENDITURE		
APPROVED	19 January 2022	EFFECTIVE	1986
AMENDED	1995, 2003, 2006, 2011, 2016, 2021	NEXT REVIEW	2026

### 1. PURPOSE

To provide the parameters for the management of all funds the Library receives and disburses to ensure it is in compliance with applicable federal and provincial legislation, and with municipal bylaws.

### 2. SCOPE

This policy applies to the Library Board and Chief Librarian, or designate.

### 3. DEFINITIONS

Nil.

### 4. REVENUE

- a. All monies received by the Library are incorporated into the general revenue fund unless otherwise specified.
- b. **Patron Charges**
  - i. Charges levied against a patron must be paid in one of the following tenders: cash, cheque, debit card, credit card or electronic transfer.
  - ii. The Library will not accept donations of books or other materials in lieu of payment, but may accept in lieu of payment for a lost or damaged item a new copy of that same item or an item of equal value with the approval of the Chief Librarian or designate.
  - iii. Upon arrangement with the Chief Librarian, a person may be allowed to work off the charges levied against their account, other than the replacement cost of an item, as a volunteer.
  - iv. A service charge will be levied for payments that do not clear. The charge will be the amount of any additional processing charges incurred by the Library.

### 5. EXPENDITURE

- a. The Library Board delegates the authority to procure goods and services on their behalf to the Chief Librarian subject to the Financial Controls policy and the terms set out in this section.
- b. All purchases and expenditures are subject to the annual budget approved by the Library Board and the limits set in this policy.
- c. The Library Board must approve by formal resolution any purchase not in the budget, regardless of amount.
- d. No indebtedness may be incurred without permission of the Library Board.
- e. Purchasing decisions are made on the basis of best value and availability of the goods or services.
  - i. Factors for determining best value include, but are not limited to, acquisition, disposal, training, maintenance costs, residual value, performance, and environmental impact.
  - ii. Other intangible values that may be considered where practical include, but are not limited to, quality assurance, capacity of the supplier, and buying local.
- f. The Chief Librarian, or the Deputy Librarian when the Chief Librarian is absent, must approve single purchases of \$10,000 or less.

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- i. The Library Board must approve by motion purchases greater than \$10,000, even when they have already been approved as part of the annual budget process, with the exception of recurring payments for information technology (IT) annual license, maintenance or software updates for existing and/or standardized IT systems that cost greater than \$10,000.

**g. Procurement Process**

- i. A competitive bid process is not required for purchases \$10,000 or less. The Library may, in its judgment, utilize current vendors meeting requirements with proven performance history with the Library. If no current supplier is available, written quotations will be sought from new vendors meeting requirements.
- ii. Written quotations will be sought from a minimum of three vendors meeting requirements, unless three are not available, for purchases of \$10,001 to \$50,000.
- iii. Formal competitive bids will be sought from a minimum of three vendors meeting requirements, unless three are not available, for purchases over \$50,000. A pre-qualification tendering process will be used unless the Library Board specifies an open tender process. In the pre-qualification tendering process, the following documents will usually be used:
  - ◆ covering letter;
  - ◆ instructions to tenderer detailing administrative procedures relating to the tender (dates and times, method of tender return, evaluation criteria and contact information for queries);
  - ◆ invitation to tender, including the specification of requirement and service level agreement.
- iv. Purchases of goods and services over \$75,000 and construction purchases over \$200,000 will be posted on a public system.
- v. Library employees will seek the City's aid to prepare the documentation required for purchases over \$10,000.

**6. CASH ON HAND**

- a. The Library maintains a petty cash fund to cover expenditures under \$20. Expenditures from the petty cash fund must be approved by the Chief Librarian, Deputy Librarian or a designate.
- b. The Library maintains a cash float in copying devices and cash registers/boxes for making change.

**7. DISPOSITION OF SURPLUS PROPERTY**

- a. The Library may dispose of Library materials, equipment or furniture which are no longer required or appropriate for Library use. Methods of disposal may include sale at a fixed price, sale by sealed bid, sale by open bid, or transfer of property to the City for sale at a public auction.
- b. Property with an estimated value of less than \$500 may be disposed of at the discretion of the Chief Librarian. Property with an estimated value of \$500 or more may be disposed of by a method determined by the Library Board.

**RELATED POLICIES**

FP-01 Financial Controls