

Florida Public Library

Duties of the Treasurer

The Board of Trustees and the management of the Florida Public Library are committed to handling all funds and library assets in a fiscally responsible and transparent manner. In addition to the Director, and with the assistance of a paid bookkeeper, who together manage funds on a daily basis, the Board shall appoint a Treasurer who is independent of library accounting functions to provide fiscal oversight.

The Treasurer shall:

- Be a community member with expertise in finance and bookkeeping practices.
- Serve as a volunteer to be paid an annual honorarium, the amount to be determined in the annual budget.
- Be appointed yearly by the Board at their annual meeting in July.
- Take an oath of office before assuming official duties, the oath to be filed yearly with the County Clerk.
- Sign the library's Conflict of Interest policy yearly.
- Serve as a non-voting officer of the library.
- Be bonded at library expense.
- Attend monthly Board meetings at the request of the Board or the Director.
- Attend library training sessions at the request of the Board or the Director.
- Be a signatory on all library bank accounts along with the Board President.
- Set up a regular schedule with the Director and bookkeeper to sign checks.
- Communicate with the Director and bookkeeper about the transfer of funds between various bank accounts so that approved library expenses may be paid promptly.
- Prepare a monthly report for the Board of receipts and disbursements, along with a statement of bank account reconciliations.
- Receive and review all monthly financial reports prepared by the bookkeeper.
- Advise the board on the allocation of the annual tax levy and with the Board's approval, promptly deposit or transfer these monies to achieve the maximum financial benefit for the library.
- Invest library funds according to General Municipal Law only.
- Consult with the Director, as necessary, on the development of the yearly budget.
- Consult with the Director and bookkeeper, as necessary, about the Annual Update Document (AUD), the State Annual Report and the annual external audit.
- Make an annual report on investments to the Board in July.
- Make every attempt to comply with the law, understand best practices and adhere to established accounting standards to protect public funds.

Approved by the Board of Trustees

August 6, 2018

