



SECTION 7: FINANCE AND PURCHASING

POLICY 7.2: FINANCIAL POLICY

Passed:
Amended:

The Prince George Public Library shall present a balanced operational budget each calendar year.

- 7.2.1 The definition of a balanced budget is that the Prince George Public Library will pay for all current expenditures with current revenues. The Library will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses, or postponing expenditures, except where voted by majority motion by the Prince George Public Library Board of Trustees.
- 7.2.2 The Prince George Public Library Board of Trustees has a strong commitment to a balanced budget under normal circumstances, and will provide disclosure when a deviation from a balanced budget is planned or when it occurs.
- 7.2.3 Planned deviations will be reported to Municipal Council at its annual budget presentation; unplanned deviations will be reported in the official minutes of the Library Board, duly signed by the Board Chair.
- 7.2.4 The operational or annual budget of the Library is considered separate from any budgeting for capital plans, infrastructure improvement, fundraising or new programs unless described in terms of ongoing operational costs.
- 7.2.5 The budget process and format shall be program-based and focused on goals, objectives and performance outcomes, as determined by the professional staff of the Library, and recommended to the Board.
- 7.2.6 The budget will provide adequate funding for maintenance and replacement of capital, collections, and equipment.
- 7.2.7 The Library Board and its staff will develop a multi-year budget plan for capital improvements, and update it on an annual basis. This capital plan is separate from the operational budget.
- 7.2.8 Tangible Capital Assets – See Appendix D.