



**PUEBLO CITY-COUNTY
LIBRARY**
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**FINANCIAL MANAGEMENT
POLICIES & PROCEDURES**



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FINANCIAL MANAGEMENT

04.01.01 Fund Balance

The fund balance is the amount of monetary funds, or net assets, available when calculated in accordance with generally accepted accounting principles (GAAP). At the end of every fiscal year, the net amount of revenues less expenditures is added to or subtracted from the beginning fund balance. The fund balance is the amount of cash and investments available to the District.

The fund balance can be segregated into amounts that are reserved for specific purposes, designated for anticipated events, or unreserved and available for general operating uses. It is the practice and intent of the Pueblo City-County Library District to ensure a minimum unreserved fund balance of slightly more than two months of regular general fund operating expenditures at the end of every fiscal year. This is equivalent to 20% of the annual general fund operating expenditures.

During the course of the fiscal year, the fund balance may be used to pay immediate operating costs; however, fund balances used for such purpose should be replenished as soon as possible.



FINANCIAL MANAGEMENT

04.01.02 Annual Budget

The annual budget is the financial plan for the operation of the library. It provides the framework for both expenditures and revenues for the year and translates into financial terms the priorities of the library. The annual budget will follow all statutory requirements as stipulated in the Colorado Local Government Budget Law, Section 29-1-101 et seq., C.R.S. It will be compiled to include recommended GAAP (Generally Accepted Accounting Principles) and GASB (Governmental Accounting Standards Board) standards for budget preparation and presentation.

The budget will be an integral part of the annual planning process and will be included in the annual plan. The annual plan and budget are approved by the Board of Trustees.

The budget shall be presented in a summary format which is intended to be understandable by a general audience. The budget format shall itemize expenditures of the library by fund. It shall describe the expenditure and show the amount budgeted for the current fiscal year and the amount budgeted for the ensuing fiscal year.

The development, presentation, and administration of the annual budget is the responsibility of the Executive Director who is assisted by the Chief Financial Officer.

The Board of Trustees may make budget transfers by resolution, following statutory guidelines, after proper notice of public hearing to amend the annual budget.

The fiscal year for PCCLD is January 1 through December 31.

FINANCIAL MANAGEMENT
Annual Budget

Adopted: 09-24-2009
04.01.02



FINANCIAL MANAGEMENT

04.01.03 Purchases

It is the policy of PCCLD to ensure a responsible method of procurement accountability, maintain budgetary control, and secure quality goods and services at the best possible cost.

Responsibilities and approvals for standard purchases are highlighted in the chart below. Purchases can not be split in order to avoid the approval process.

Limits	Documentation required	Approval level
Under \$200	Petty cash request (\$20 maximum) Telephone orders Credit card/Procurement card purchase Bids not required	Department Supervisor
\$200 - \$999	Purchase requisition only Bids not required	Department Supervisor
\$1,000 - \$4,999	Purchase order 3 telephone, fax, catalog or written bids	Department Supervisor
\$5,000 - \$24,999	Purchase order 3 written bids	Executive Director
\$25,000 and above	Purchase order Formal Request for Proposal	Board of Trustees
Travel out of Colorado	Travel Expense request	Department Supervisor and Associate or Executive Director
Travel out of Pueblo County, but within Colorado	Travel Expense request	Department Supervisor and Associate or Executive Director

Exceptions:

Cooperative Purchase Programs – PCCLD is eligible to purchase various commodities under the Colorado State Purchasing Program, US Communities, and other collaborative purchasing agreements which have already bid for the best prices. These can be used without acquiring bids.

Sole Source Purchases – When only one vendor is capable of meeting all specifications and purchase requirements, purchases may be made on the basis of prices established by negotiations. All sole source purchases must be approved by the Executive Director and brought to the attention of the full Board of Trustees.

Selection by Vendor – Books and other library materials, supplies, and services may be bid by vendor rather than item by item. The Executive Director will approve vendor selection based on written proposals that include terms and discounts. This method may also be used to select professional/personal services for legal and consulting services, architectural, engineering, etc, negotiated on the basis of demonstrated competence and qualifications at fees not in excess of market rates.

Emergency Purchases – In the event of an unforeseen emergency which necessitates purchases be made immediately, portions of this policy can be foregone as long as the policy is adhered to as closely as conditions permit.

Code of Ethics

No employee of the district, or member of the employee's immediate family, or firm owned by same, will be allowed to sell to the district goods or services of any kind without the prior written consent of the Board of Trustees for expenditures of over \$500.00. It is the responsibility of the Executive Director to bring these matters to the attention of the full Board of Trustees. Goods or services costing \$500.00 or less can be approved by the Executive Director or designee.

No member of the Board of Trustees, or member of the Board of Trustees' immediate family, or firm owned by same, will be allowed to sell to the district goods or services of any kind, at any cost, without the prior written consent of the Board of Trustees. Members of the Board of Trustees will follow all rules of conduct as outlined in C.R.S. (Colorado Revised Statutes) Title 24; Article 18.

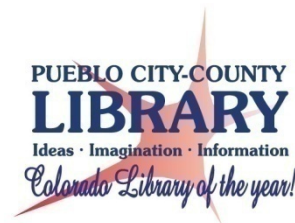
[Excerpt: Subsection C.R.S. 24-18-108.5: "Rules of conduct for members of boards and commissions. (1) Proof beyond a reasonable doubt of commission of any act enumerated in this section is proof that the actor has breached his fiduciary duty. (2) A member of a board, commission, council or committee who receives no compensation other than a per diem allowance or necessary and reasonable expenses shall not perform an official act which may have a direct economic benefit on a business or other undertaking in which such member has a direct or substantial financial interest."]

No employee or trustee of the district shall accept a fee, gift, or other valuable item or service for personal use from any person or group of persons when such gift or other valuable item or service is given in the hope or expectation of receiving preferential treatment over others wishing to do business with PCCLD.

Pueblo City-County Library District

100 E. Abriendo Ave. Pueblo, CO 81004

Contact Person:



Phone: (719) 562-5600

Fax: (719) 562-5655

Purchase Order No. : _____

Date:

Vendor Information: # _____

Ship To: _____

NAME
ADDRESS

Pueblo City-County Library District
100 E. Abriendo Avenue
Pueblo, Co 81004

ATTN:
PHONE:
FAX

Bill To:
Pueblo City-County Library District
100 East Abriendo Ave.
Pueblo, CO 81004

LINE	QTY	DESCRIPTION	AMOUNT	TOTAL
TOTAL				

Authorized by: _____ Date: _____
Department Supervisor

Authorized by (If \$5,000.00 or over): _____ Date: _____
Jon Walker, Executive Director

This purchase is not subject to local, Colorado, or federal excise taxes.

Tax ID Numbers:
City: 5050
State: 98-04533
Federal: 84-0616785



BID RECORD SUMMARY

100 E. Abriendo Ave.
Pueblo, CO 81004-4290

Department _____ Date _____

Name _____ Phone # _____

Full description of item: _____

Bid #1: Vendor _____ Contact name _____

Address _____ Phone # _____

<i>Detail of bid</i>	<i>Total Cost \$</i> _____
----------------------	----------------------------

Bid #2: Vendor _____ Contact name _____

Address _____ Phone # _____

<i>Detail of bid</i>	<i>Total Cost \$</i> _____
----------------------	----------------------------

Bid #3: Vendor _____ Contact name _____

Address _____ Phone # _____

<i>Detail of bid</i>	<i>Total Cost \$</i> _____
----------------------	----------------------------

Selected: Bid # _____. Reason for selection: _____

Approved by _____

O:\FINANCE\PURCHASING\BID RECORD SUMMARY



FINANCIAL MANAGEMENT

04.01.03.P1 Purchasing Procedure

Purchase Order

For all purchases over \$1,000, a purchase order must be completed. This form can be found on the "O" Drive:\FINANCE\PURCHASING.

- Complete the purchase order, using a number as defined in the "Purchase Order numbering scheme" located on the "O" Drive:\FINANCE\PURCHASING.
- Purchase order must be signed according to the authority designated in the policy:
 - \$1,000 - \$4,999 – Department Supervisor
 - \$5,000 - \$24,999 – Executive Director
 - \$25,000 and above – President or Officer of the Board of Trustees
- Purchase order should be submitted to vendor so that the purchase order number is always used to identify the order.
- Submit a copy of the Purchase Order to the Finance office along with the vendor invoice, packing slip, and bid record summary when payment is authorized.

Bid Record Summary

For all purchases over \$1,000, bids must be obtained according to the requirements stipulated in the Purchase Policy. The Bid Record can be found on the "O" Drive:\FINANCE\PURCHASING.

- This form is to be used for telephone, fax, catalog, or written bids. It should also be used to summarize results of a formal Request for Proposal
- Complete a section for each vendor's quote or bid.
- Complete the bottom of the form, explaining thoroughly the reason for selecting a particular vendor.
- This should be authorized/signed according to the guidelines in the Purchase Policy.
- The completed Bid Record Summary should accompany the Purchase Order for payment.



FINANCIAL MANAGEMENT

04.01.03.S1 Purchase order Numbering Schedule

Purchase order numbers should all begin with the 2-digit department code, followed by the date (YYMMDD), the basic account code, and A, unless there are more than one purchase orders issued in one day. Then the letters should be alphabetical for each purchase order issued. See examples below as shown on the table below.

	Dept	Year	Month	Day	Account code	Order in one day
Barkman	BA	09	09	27	6700	A
Circulation	CI					
Community Relations	CR					
Director's Office	DO					
Facilities	FA					
Finance	FI	09	10	05	8015	C
Human Resources	HR					
Info Zone	IZ					
Information Technology	IT	10	01	02	8810	A
Lamb	LA					
Outreach Services	OR					
Public Services	PS					
Pueblo West	PW					
Reference/Reader's Advisory	RR					
Special Collections	SC					
Technical Services	TS					
YMCA	YM					
Youth Services	YS					

Examples:

Barkman issues a purchase order on September 27, 2009 for a very special program, costing \$1,150.00. Any purchase over \$1,000 requires a purchase order; programs are budgeted in Account 6700. It is the first purchase order issued on that day at Barkman. Purchase order number will be: **BA0909276700A**

Finance issues a purchase order on October 5, 2009 for Manpower help for the annual inventory. The account to be charged is contract services, and it is the third purchase order that Finance has issued on that day. The purchase order number will be: **FI0910058015C**

Information Technology is ready to spend new budget money, so they issue a purchase order on January 2, 2010 for the new phone system. This is a capital purchase, first of the day with account code of 8810. The purchase order number will be: **IT1001028810A**

Policy Reference: [04.01.03 Purchasing](#)

See Also: [04.01.03.F1 Purchase Order](#)



FINANCIAL MANAGEMENT

04.01.04 Expense Reimbursement

It is the policy of PCCLD to reimburse expenses incurred by employees while performing their assigned duties. Expenses that will be reimbursed include approved travel during business hours and approved travel out-of-town. Approved travel out of the county may include lodging and meals and incidental expenses.

The PCCLD Board has adopted an “Accountable Plan” for the reimbursement of approved business related travel in order to minimize and simplify record keeping for both the district and its employees. An accountable plan is defined in the Internal Revenue Code, and requires that certain conditions be met, including: (1) the expense must be business related; (2) the employee must substantiate the expense; and (3) the employee must return any amounts received in excess of substantiated amounts.

A significant benefit of using an accountable plan for expense reimbursement is the elimination of all reporting to the IRS. However, records must still be kept by the employee and submitted along with reimbursement requests to the Finance Department pursuant to the IRS guideline to substantiate the expense.

It is the Library’s intent to follow IRS travel guidelines; however, the Library reserves the right to adjust or reduce reimbursement amounts based on funding availability.

APPROVED IN-DISTRICT TRAVEL

Business related approved travel is reimbursed on a per-mile rate established during the budget approval cycle. Mileage is reimbursed on a monthly basis upon submitting the Reimbursement Form. Mileage distances as calculated by the Google web-based mapping and direction program may be used as verification of distance.

Additional mileage claimed for reimbursement must be documented by the employee. Odometer readings are considered substantiation by the IRS. Approved in-district travel is reimbursed monthly upon submittal of the Reimbursement Form and approved by each employee’s department supervisor. Documentation must include the business purpose of the travel.

Under no circumstance is travel from home to work a reimbursable expense.

APPROVED OUT-OF-DISTRICT TRAVEL

Mileage is reimbursed using a fixed mileage rate approved annually along with the operating budget. Arrangements for airfare required for meeting and conference attendance should be coordinated with the office of the Executive Director, Associate Director, or Chief Financial Officer.

APPROVED OUT-OF-DISTRICT EXPENSES - not overnight

Meals and incidental expenses for approved travel out-of-district but not overnight are reimbursable.

APPROVED OUT-OF-DISTRICT EXPENSES - overnight

Out-of-district expenses are reimbursed or prepaid using the per diem method in order to standardize record keeping by both employee and the District. The per diem rates used are prepared by the General Services Administration and are published in the Federal Travel Regulations and by the Internal Revenue Service.

Per diem reimbursement for overnight out-of-district approved travel includes two amounts: (1) an amount intended to cover accommodations; and (2) an amount to cover meals and incidental expenses (M&IE). Per diem allowances can cover hotel and meals and incidental expenses combined, or can cover meals and incidental expenses only.

The amount reimbursed for overnight out-of-district M&IE will follow IRS guidelines in calculating travel days (75% of standard per diem) and deductions for meals which are included in the registration fees. Incidental expenses include laundry, dry cleaning, and tips. Telephone calls, cab fares, parking, luggage handling fees, and tolls are not included in incidental expenses and must be accounted for separately.

PER DIEM METHOD FOR MEALS AND INCIDENTAL EXPENSES ONLY

It is the policy of PCCLD to reimburse business-related approved travel using a combination of methods: Hotel and related costs will be reimbursed based upon actual costs incurred and substantiated; meals and incidentals will be reimbursed or prepaid based on the per diem method.

Whether per diem is prepaid or reimbursed, an accounting of expenses incurred must be submitted. This can either be individual receipts, or a daily record of the meals/expenses including date, purpose, meal, and amount paid. (Example: Monday, August 10 – CAL Conference - Breakfast - \$7.50) Reimbursement will not exceed receipts or recorded amount. If per diem was prepaid, expenses must be submitted detailing charges and any excess returned to Finance. Per IRS regulation, any amounts not substantiated and not returned will be considered compensation and added to the employee's W-2.

No expenses exceeding the published per diem rate for M&IE will be reimbursed.

OTHER MISCELLANEOUS EXPENSES

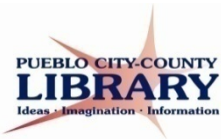
Petty cash is available at Rawlings and each branch to cover small expenses required in the conduct of daily business. Petty cash reimbursement procedures are addressed in a separate policy. Expenses that are not covered as travel or petty cash expenses are reimbursable on a case-by-case basis upon request to an employee's supervisor with proper documentation. Reimbursement in these cases is expected to be infrequent, and only upon approval prior to expenditure except in the case of emergency.

APPROVALS

Reimbursement claims for expenses require the following approvals:

In-district	Department supervisor
Out-of-district travel/expenses	Department supervisor and Associate or Executive Director
Other miscellaneous expenses	Department supervisor

See Also: [04.01.07](#) *Petty Cash*



TRAVEL REQUEST / EXPENSE REIMBURSEMENT

100 E. Abriendo Ave.
Pueblo, CO 81004-4290

NAME	DEPARTMENT
EVENT	LOCATION
PURPOSE	DATES

REQUEST				REPORT			
	Estimated Expense	Pay in advance*		Amt. paid in advance	Reimbursable Expenses	Rcpt ✓	TOTAL Include amts. pd. in advance
		Check	VISA				
Registration fees							
Transportation							
Luggage							
Air							
Ground							
Parking							
Mileage @ .50/mile <small>(see reverse side)</small>							
Lodging							
Per diem** / food ___ days @ \$___							
Other _____							
TOTAL							

*Provide Finance with any necessary paperwork and/or information where to send check.

**Per diem rates available at: http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943 -
Per diem claimed must be substantiated with list of days, meals and actual costs OR receipts.

APPROVALS				
	REQUEST		REPORT / EXPENSE REIMBURSEMENT	
Supervisor		Date		Date
Director/Assoc.Dir. <small>(required for out of county travel)</small>		Date		Date
<input type="checkbox"/> Denied / Reason			ACCT #	VENDOR #

NAME	DEPARTMENT
-------------	-------------------

MILEAGE BY PERSONAL VEHICLE

Purpose	Date	From	To	Miles Driven
Total Miles				
x .50				
01/01/2010				
Amount to reimburse				

APPROVAL – Mileage Only				
Supervisor		Date	ACCT #	VENDOR #
Director/Assoc.Dir. (required for out-of-county travel)		Date		
<input type="checkbox"/> Denied / Reason				



FINANCIAL MANAGEMENT

04.01.05 Management of Fixed Assets

Fixed Assets represent land, buildings, vehicles, materials, and equipment owned by the District and acquired by purchase or donation. Individual items costing more than \$1,000.00 are accounted for in the General Fixed Asset Group of Accounts in the financial records of the District. Materials such as books and audio-visual materials of lasting value will be recorded in aggregate at year-end for inclusion in the General Fixed Asset Group. In accordance with Section 29-1-506 of the Colorado Revised Statutes entitled, Local Government Accounting Law, an annual inventory of such assets is required each year.

29-1-506. Continuing inventory. (1) The governing body of each local government shall make or cause to be made an annual inventory of property, both real and personal, belonging to such political subdivision; except that an inventory shall be required only with respect to items of property having an original cost that equals or exceeds an amount established by the governing body of each local government, unless such items having a value of less than the amount established by such governing body are required to be inventoried by directive of the state auditor. In no event shall the amount established by the governing body of any local government pursuant to this subsection (1) exceed the amount specified in rules promulgated by the state controller pursuant to section 24-30-202, C.R.S., regarding inventory accounts for items of state property. (Currently \$5,000.00)

Inventory tags will be assigned and accounted for by the Finance Office upon the purchase of any asset costing more than \$1,000.00 which is expected to last more than one year. The tags will identify the location of each asset. Movement of a tagged fixed asset item must be reported to Finance immediately upon relocation. The Finance Office will maintain a Continuing Property Record of all fixed assets which will include description, location, cost, vendor, and property tag number. The listing of fixed assets will be reconciled annually to the general ledger, and any differences reconciled and adjusted.

Estimated useful lives of each asset for the purposes of depreciation are as follows: Buildings – 40 years; Furniture and Fixtures – 10 years; Vehicles – 4 years; Computer Equipment – 4 years; Other Equipment – 5 years; Materials – 5 years. Depreciation of fixed assets will occur annually based on this schedule, and adjustments will be made to the General Fixed Asset Group.

APPROVALS

Purchases of fixed assets must be approved according to the procurement policy of the District. The following table summarizes the approvals required for individual items. The following table summarizes the approvals required for individual items costing more than \$1,000.00 and expected to last more than one year.

CATEGORY OF PURCHASE	APPROVAL REQUIRED
Facilities related, including buildings and building components, equipment, and furniture	Facilities Superintendent
Copiers, computers, software, and audio-visual and communication equipment	Information Technology Manager
Office equipment not included above	Chief Financial Officer
Any of the above items costing over \$5,000	Executive Director



FINANCIAL MANAGEMENT

04.01.06 Disposal of Fixed Assets

A disposition of fixed assets represents the physical removal of an asset from custody or accountability. In accordance with Colorado State Statutes (CRS 24-90-109), any asset with a value of over \$1,000 can be disposed of in one of four different ways: donated, scrapped, sold, or traded. If the asset is conveyed to a state agency or political subdivision of the state, the determination can be made by the Executive Director or the Chief Financial Officer. The conveyance of an asset to any outside business or commercial entity must be approved by the Board of Trustees. Unless offered to the public at large, a fixed asset cannot be sold or donated to a private party or employee.

In January of every year, a disposal of property request form will be submitted to the Board of Trustees so that a broad determination can be made to donate or discard weeded collection materials, which are considered to be fixed assets in the aggregate, as well as to dispose of miscellaneous surplus furniture and equipment.

Computer equipment, when obsolete and not subject to donation or sale, will be sent to a computer recycling firm for disposal, according to legislation prohibiting the wholesale dumping of such equipment. Upon disposal of fixed assets, adjustments will be made to record the reduction of assets and accumulated depreciation in the financial records.



Disposal of Property Request

100 E. Abriendo Ave.
Pueblo, CO 81004-4290

CRS 24-90-109 (1) The Board of Trustees shall: (i) Sell, assign, transfer, or convey any property of the library, whether real or personal, which may not be needed within the foreseeable future for any purpose authorized by law, upon such terms and conditions as it may approve, and lease any such property, pending sale thereof, under an agreement of lease, with or without an option to purchase the same. The board, prior to the conveyance of such property, shall make a finding that the property may not be needed within the foreseeable future for library purposes, but no such finding shall be necessary if the property is sold or conveyed to a state agency or political subdivision of this state.

No.	ITEM	REASON	METHOD OF DISPOSAL
Date Approved:		Submitted by:	



FINANCIAL MANAGEMENT

04.01.06.P1 Disposal of Fixed Assets Procedure

Disposal of property through donation:

Property of PCCLD can be donated based on the following parameters:

1. Asset must be determined to be of no further functional use to PCCLD.
2. Asset must have no re-sale value, or be determined that it cannot be sold for a profit to PCCLD.
3. Asset must first be offered to a state agency or political subdivision of this state. This would include City and County agencies, Special Districts, Public Schools, and other governmental agencies.
4. Asset can be offered to local non-profit agencies, through an advertisement in the classified section of the Pueblo Chieftain. All responses should be provided in writing. First respondent will be awarded the asset.
5. Asset cannot be offered as a donation to staff or private parties without offering it to the general public/taxpayers at large.



USE OF MATERIALS

04.01.07 Petty Cash

The purpose of petty cash is to provide money for making small purchases which are needed immediately. It may also be used to purchase small items from a business that does not maintain a charge account for the library. All purchases should be authorized by a department supervisor. Petty cash purchases/reimbursements may not **exceed the sum of \$20.00**. Receipts are required, along with a signed petty cash receipt form, to obtain reimbursement. Petty cash funds will be maintained at the Rawlings Public Library and the branch libraries. Department supervisors are responsible for the oversight of petty cash funds at their facilities, and must authorize the request for reimbursement of petty cash.

See Also: [04.01.03 Purchases](#)



FINANCIAL MANAGEMENT

04.01.08 Cash Management and Banking

It is the policy of PCCLD to ensure safe and secure handling of monies through an efficient cash management program. Funds will be held only by banks which insure funds through the Federal Deposit Insurance Corporation (FDIC) or are organized as a Government Investment Pool as defined in the Colorado State Statutes (C.R.S. 24-75-701).

The Executive Director and Chief Financial Officer are designated as authorized signers for bank accounts. One signature is required for check signing and related operational transactional responsibilities. Two signatures are required for the opening and closing of accounts. Facsimile signature for signing of checks is acceptable.

Electronic funds transfer, direct deposit, wire transfers and automated clearing house transactions will be used whenever feasible and available. These transactions can be initiated by one individual with an authorized password and/or PIN number to insure appropriate authorization.

All bank statements will be reconciled monthly by the Chief Financial Officer and approved by the Executive Director. All checks written that have not cleared the bank for six months after the date of issuance shall be investigated. Upon completion of the investigation, remaining outstanding checks shall be submitted through the Colorado Unclaimed Property Act.

Cash receipts will be accounted for using procedures and documentation developed by the Finance Office. It is the Library's policy insofar as possible to deposit all cash receipts daily after reconciliation. Transmittal of cash to the banking institution will be contracted to an armored car service.

The District accepts payments in cash, checks, electronic transfer and credit/debit cards. Individuals issuing checks which are returned for insufficient funds or any other reason may be submitted to collections and assessed a charge of \$20.

Cash and salary advances to employees and cashing of employee personal checks are not allowed.



FINANCIAL MANAGEMENT

04.01.09 Debt Management

The Debt Management Policy sets forth comprehensive guidelines for the financing of capital expenditures. It is the objective of the policy that (1) the District obtain financing only when necessary to fund capital projects, (2) the process for identifying the timing and amount of debt or other financing be as efficient as possible and (3) the most favorable interest and other costs be obtained.

Colorado Revised Statute 24-90-112.5, (Library Law) defines legal authority and regulations for issuance of bonds by a Library District, and those regulations will guide the issuance of debt.

The District will calculate debt service as a percent of annual revenue. The total of all debt service carried by the District is not to exceed 10% based on the most current ratio available of debt service over annual revenue at the issue date of the debt.



FINANCIAL MANAGEMENT

04.01.09.G1 Guidelines for Debt Management

A. Financing Team

The District may select specialists to assist in developing a bond issuance strategy, prepare bond documents and market bonds to investors. The key players in the District's financing transactions include its financial advisor and bond counsel, the underwriter (on a negotiated sale), District representatives (the Executive Director, the Chief Financial Officer and selected members of the Board of Trustees), and the District's attorney, among others. Other outside firms, such as those providing paying agent/registrars, trustee, credit enhancement, auditing, or printing services, are retained as required.

B. Rating and Sale Requirements

The District's minimum rating requirement for its direct, long-term, debt obligations is a rating of "A" or higher. If such a debt obligation cannot meet this requirement based on its underlying credit strength, then credit enhancement shall be sought to ensure that the minimum rating is achieved.

The District, as a matter of policy, shall seek to issue its debt obligations in a competitive sale unless it is determined by the Financing Team that such a sale method will not produce the best results for the District.

C. Rebate Reporting and Covenant Compliance

The Chief Financial Officer shall establish a system of record keeping and reporting to meet the arbitrage rebate compliance requirements of the federal tax code.

D. Ongoing Disclosure

The Chief Financial Officer shall be responsible for providing ongoing disclosure information to established national information repositories and for maintaining compliance with disclosure standards promulgated by state and national regulatory bodies.

E. Terms and Uses of Debt Financing

Borrowings by the District mature over a term that does not exceed the economic life of the improvements that they finance. The District does not finance improvements with a probable useful life less than four years.

The District's 10-year Financial Projection plan, evaluated in concert with the 20-Year Library Replacement Plan, is used as a guideline and basis for determination of financing needs.



FINANCIAL MANAGEMENT

04.01.10 Investments

It is the policy of PCCLD that whenever there is a cash balance in any fund eligible for investment, those monies shall be invested temporarily by the library's Chief Financial Officer to the best advantage of the library in such securities and/or depositories as are permitted by law, as defined in C.R.S. 24-75-601.

The Chief Financial Officer is designated as investment officer for the library and is responsible for all investment decisions and investment activities. Two signatures will be required to establish and/or close accounts: the investment officer and the Executive Director.

The investment officer will be guided by the "Prudent Investor Rule" which states that investments shall be made with judgment and care under circumstances then prevailing, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived. The guiding principles for investments are safety, liquidity and yield, in that order.

The investment officer, acting within the guidelines of library policy and state law and exercising due diligence, shall not be held personally responsible for specific investment transactions. The investment officer will be held responsible for maintaining a balanced investment portfolio, insuring sufficient liquidity of investments so that library operations can be maintained consistently.

All deposit-type securities (e.g., certificates of deposit) shall be collateralized as required by Public Deposit Protection Act for any amount exceeding FDIC or FSLIC coverage. Money market instruments such as SEC registered money market mutual funds qualified under C.R.S. 24-75-601 and state pools under C.R.S. 24-75-701 shall be collateralized as required by law.

Short-term investment maturities for all funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (payroll, bond payments) as well as considering sizeable blocks of anticipated revenue (property taxes, state and federal transfer payments).

No long-term investments shall exceed 5 years without approval by the PCCLD Board of Trustees.

See Also: [04.01.08](#) *Cash Management and Banking*



FINANCIAL MANAGEMENT

04.01.15 Procurement and Credit Card Use

PCCLD procurement cards will be provided to the Executive Director and Chief Financial Officer for use in purchasing small items (less than \$5,000) and for travel-related expenses. The Executive Director or CFO will authorize issuance of procurement cards to other staff members, and determine credit limits on those cards based on the needs of the Library District.

Procurement cards may only be used for official library business. Procurement cards are not to be used for personal use. Procurement cards must be surrendered upon termination of employment or at the request of the Executive Director or CFO. Loss of a procurement card must be reported immediately to the credit card bank and to the Finance Office.

All procurement card holders are responsible for reconciling the monthly procurement card statement and submitting the statement, a summary sheet of expenses, and receipts for every purchase to the Finance Office. Any late charges or finance charges which accrue on a card holder's account, due to the card holder's failure to submit the documentation to the Finance Office in a timely manner, will be the sole responsibility of the card holder. All procurement card statements must be approved by the Executive Director or his designee; the procurement card statement for the Executive Director must be approved by the President of the Board of Trustees.

Use of the PCCLD procurement card entitles the purchaser to seek tax-exemption on normally taxable purchases, when accompanied by a tax exempt form. Card holder may be responsible for sales tax charges on the billing statement.

Use of personal credit cards is discouraged. However, if no alternative is available, reimbursement will be processed for authorized purchases made on a personal credit card with proper documentation. Sales taxes paid may not be reimbursed, but will be evaluated based on circumstances, such as taxes paid for travel expense. When using personal credit cards, any benefits or risks to the employee must not result in any additional cost to the library.



FINANCIAL MANAGEMENT

04.01.18 Audits

As required by the Colorado Revised Statutes, Local Government Audit Law, 29-1-601 through 29-1-608, and Library Law, 24-90-109, the Board of Trustees of the Pueblo City-County Library District shall ensure that an annual audit of the financial affairs and transactions of all funds and activities of the District be conducted for each fiscal year, and that the results of the audit be distributed as described in these statutes.

Audit shall be completed and the audit report submitted by the auditor to the Pueblo City-County Library District Board of Trustees no later than the June board meeting.

An ad-hoc audit committee of the board, comprised of three members of the Board of Trustees, working with the Chief Financial Officer (CFO), will initiate a formal Request for Proposal (RFP) process every five years, at a minimum, to acquire the services of an auditor. The committee will evaluate submitted proposals, conduct interviews if necessary, and select a certified public accountant or partnership of certified public accountants based upon the lowest and best bid.

The Board of Trustees shall annually approve the selection of a certified public accountant or partnership of certified public accounts, based on the recommendation of the Audit Committee.



FINANCIAL MANAGEMENT

04.01.19 Resolution Adopting the Colorado Statewide Records Retention Schedule for the Pueblo City-County Library District

WHEREAS, The Pueblo City-County Library District Board of Trustees recognizes a need for a comprehensive records retention schedule for the District's non-permanent records and the retention of those records that have long-term administrative, fiscal and historical value; and

WHEREAS, The Colorado State Archives has developed a state-wide record retention schedule in cooperation with the Colorado Attorney General's Office and the State Auditor's Office for agencies to use and follow;

NOW, THEREFORE, BE IT RESOLVED That the Pueblo City-County Library District Board of Trustees hereby adopts the 2010 Statewide Retention Schedule and all subsequent revisions, and authorizes the Chief Financial Officer to submit the request form to be used as legal authority for the destruction and preservation of District records to the Colorado State Archives on behalf of the District.

Passed and Adopted by the Board of Trustees of the Pueblo City-County Library District this 22nd day of July 2010.



FINANCIAL MANAGEMENT

04.01.19.S1 Records Retention Schedule

Record Title	Minimum Retention Period with Reservations	Action Authorized
Finance: 1. Annual Reports	Permanent	Permanent Retention 1969 – Current
2. Audit Reports	Permanent	Permanent Retention 1969- Current
3. Budgets	Permanent	Permanent Retention 1969- Current
4. Charts of Accounts (current)	Permanent	Permanent Retention 1969- Current
5. Depreciation Schedules	Permanent	Permanent Retention 1969- Current
6. General Ledger	Permanent	Permanent Retention 1969- Current
7. Grants Expenditure Reports A. Federal Grants B. State Grants	Permanent	Permanent Retention 1969- Current
8. Property Records, Including Costs, Depreciation Reserves, Year –End Trial Balances, Depreciation Schedules, Blueprints and Plans	Permanent	Permanent Retention 1969- Current
9. Voucher Register	Permanent	Permanent Retention 1969– Current
General: 10. Contracts and Agreements	Permanent	Permanent Retention 1969– Current
11. Correspondence & General Documentation Administrative, policy, legal, fiscal historical or research of enduring value.	Permanent	Permanent Retention 1969– Current
Permanent Records Control Schedule Authorization Note: No record shall be destroyed under this schedule authority so long as it pertains to any pending legal case, claim, action or audit.		State Auditor By _____ Endorsed: _____ Date Agency Audited To: _____ Date

SA194A Division of State Archives and Public Records

Record Title	Minimum Retention Period with Reservations	Action Authorized
NOTE: Documentation containing one or more of these values shall be retained permanently in original and/or digital form all evidence of organization and function and information pertaining to people, property, corporate bodies, problems, solutions, conditions, etc.		
12. Board of Trustees Minutes and Supporting Documentation A. Minutes or recordings of Executive Sessions of the Board of Trustees	Permanent 90 Days in custody of attorney	Permanent Retention 1967- Current Destroy Subject to Reservation Indicated
13. Polices (current)	Permanent	Permanent Retention 1969- Current
Human Resources: 14. Personnel Files of Active Employees	Permanent	Permanent Retention 1969 – Current
<p style="text-align: center;">Permanent Records Control Schedule Authorization</p> <p>Note: No record shall be destroyed under this schedule authority so long as it pertains to any pending legal case, claim, action or audit.</p>		<p>State Auditor By _____ Endorsed: _____ Date Agency Audited To: _____</p> <p style="text-align: center;">Date</p>

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Division of State Archives and Public Records

Record Title	Minimum Retention Period with Reservations	Action Authorized
Finance: 1. Accounts Payable Ledgers & Schedules	7 Years	Destroy Subject to Reservation Indicated
2. Accounts Receivable Ledgers & Schedules	7 Years	Destroy Subject to Reservation Indicated
3. Bank Records A. Cancelled Checks B. Check Stubs C. Deposit Slips D. Statements E. Reconciliations F. Certificates of Deposit	6 Years + Current	Destroy Subject to Reservation Indicated
4. Budget Working Papers	2 Years + Current	Destroy Subject to Reservation Indicated
5. Accounts Payable Detail Data A. Cancelled Checks for Purchases & Services B. Purchase Orders C. Purchase Requisitions D. Invoices E. Billings	6 Years + Current	Destroy Subject to Reservation Indicated
6. Employers Quarterly Federal Tax Return (941)	6 Years + Current	Destroy Subject to Reservation Indicated
7. Employee Wage & Tax Statements (W-2)	6 Years + Current	Destroy Subject to Reservation Indicated
8. Employee Wage & Tax Statements (State Income Tax Form 109.2)	6 Years + Current	Destroy Subject to Reservation Indicated
9. Incident Reports	3 Years	Destroy Subject to Reservation Indicated
<p style="text-align: center;">Non-Permanent Records Control Schedule Authorization</p> <p>Note: No record shall be destroyed under this schedule authority so long as it pertains to any pending legal case, claim, action or audit.</p>		<p>State Auditor</p> <p>By _____</p> <p>Endorsed: _____</p> <p style="text-align: center;">Date</p> <p>Agency Audited To:</p> <p>_____</p> <p style="text-align: center;">Date</p>

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Division of State Archives and Public Records

Record Title	Minimum Retention Period with Reservations	Action Authorized
10. Insurance Policies A. Public Official Liability B. Blanket Policies C. Line Item Policies	Duration of the Policy as determined by any terms limiting action thereunder + 6 Years after cause accrues	Destroy Subject to Reservation Indicated
11. Monthly Financial Reports	Until audited so long as voucher register is maintained permanently	Destroy Subject to Reservation Indicated
Human Resources: 12. Applications for Employment & Supporting Documentation (For Persons Not Hired)	2 Years + Current	Destroy Subject to Reservation Indicated 1/ This retention period is in conformance with the Code of Federal Regulations, Title 29, Section 1602.31, revised July 1, 1976
13. Attendance Records	6 Years	Destroy Subject to Reservation Indicated
14. Employee Leave Records	6 Years + Current	Destroy Subject to Reservation Indicated
15. Employee Withholding Allowance Certificate (W-4)	As long as employed or 1 Year whichever is longer PROVIDED record has been audited	Destroy Subject to Reservation Indicated
16. Payroll Deduction Authorizations	So long as authorization is in effect or 1 Year + Current, whichever is longer	Destroy Subject to Reservation Indicated
17. Payroll Register	7 Years + Current	Destroy Subject to Reservation Indicated
18. Personnel Files of Employees no longer employed	7 Years + Current	Destroy Subject to Reservation Indicated
<p style="text-align: center;">Non-Permanent Records Control Schedule Authorization</p> <p>Note: No record shall be destroyed under this schedule authority so long as it pertains to any pending legal case, claim, action or audit.</p>		<p>State Auditor By _____ Endorsed: _____ Date _____ Agency Audited To: _____ Date _____</p>

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Division of State Archives and Public Records

Record Title	Minimum Retention Period with Reservations	Action Authorized
19. Workers Compensation Records (Duplicate Copy) A. Case File B. Report of Accident	6 Years + Current	Destroy Subject to Reservation Indicated
Interlibrary Loan: 20. Interlibrary Loan Transactions A. ALA/OCLC B. General Correspondence C. Periodical Requests	3 Months 3 Months 2 Years	Destroy Subject to Reservation Indicated
Patron Services: 21. Patron Database – General A. Inactive B. Debt C. On-Line Catalog	3 Years Delete record of debt (*) After 6 Years Updated Continually	Destroy Subject to Reservation Indicated *(fines, fees, materials) Permanent
Information Technology: 22. Electronic Communication A. E-Mail	90 Days	Destroy Subject to Reservation Indicated
<p style="text-align: center;">Non-Permanent Records Control Schedule Authorization</p> <p>Note: No record shall be destroyed under this schedule authority so long as it pertains to any pending legal case, claim, action or audit.</p>		<p>State Auditor By _____ Endorsed: _____ Date _____ Agency Audited To: _____ _____ Date</p>

SA194A

Division of State Archives and Public Records



FINANCIAL MANAGEMENT

04.01.20 Disaster Recovery

It is the policy of Pueblo City-County Library District to develop, test and maintain a disaster recovery plan formulated to continue basic business operations during and immediately after disruptive events. Recognizing that disruptions to business operations may come from a variety of causes such as natural or manmade disasters, terrorism, and technology failures, it is incumbent upon the District to recognize and plan for the expedient recovery of all operational systems in order to minimize the impact of any type of disaster.

A comprehensive disaster recovery plan will identify a Crisis Management Team, activation procedures, staff roles and skills, resources, collaboration with other community agencies, and the ongoing maintenance responsibilities of the plan. Training of staff is essential and ongoing to maintain emergency preparedness knowledge of practices and procedures for evacuation and recovery.

Pueblo City-County Library District is committed to the implementation of a disaster recovery plan which will address the needs of its employees, its patrons, and the community it serves in the event of a disaster.



FINANCIAL MANAGEMENT

04.01.20.P1 Disaster Recovery Plan Procedures

A. Crisis Management Team

1. Chief Financial Officer
2. Director of Community Relations
3. Director of Information Technology
4. Director of Public Services
5. Facilities Superintendent
6. Director of Human Resources
7. Director of Technical Services and Collection Development

B. Establish regular preventative measures to maintain integrity of systems

1. Regularly store back-up tapes of computer data off-site. (Currently taken to safe deposit box every Friday.)
2. Establish evacuation plans and implement regular evacuation drills. Hold staff accountable for compliance.
3. Maintain Safety Manual for every facility to identify key personnel and emergency procedures to follow.
4. Hold regular meetings of the Crisis Management Team to update process and review policy.

C. Train personnel

1. Knowledge of building (fire exits, extinguishers, stairs, emergency supplies, etc.)
2. Knowledge of first aid (CPR, EMT, first aid)
3. Knowledge of THE PLAN

D. Recovery procedures

1. Document process for off-site computer restoration (failure of network system)
2. Document process for off-site financial system restoration
3. Document process for off-site circulation computer system restoration
4. Document process for recovery of facilities
5. Document process for recovery of materials, e.g., books, AV materials, etc.

E. Communications procedures

1. Develop plan for communication with employees
2. Implement plan for external communications – news media, general public, etc.

F. Compile workplace disaster supplies kit

1. Needs analysis of emergency supplies
2. Purchase of necessary supplies
3. Regular evaluation for replacement/addition of supplies

G. Formulate a list of post-disaster vendors to aid in recovery

1. Contractors
2. Utilities
3. IT Service
4. Insurance adjusters
5. Transport – people, assets
6. Fire cleanup service
7. Alarm services
8. Equipment repair
9. Security service
10. Restoration services – for books, materials and assets
11. Replacement services – for books, materials and assets