

**F.O.C.L. Budget & Finance Committee
Financial Plan
Friends of Connecticut Libraries**

Table of contents

General
Definitions
Operating Procedures
Time Line
Account location and information
Exhibits

General

FOCL is a not-for-profit organization whose income is derived from membership dues, fees for annual meetings and conferences, donations and other special programs. The supervision and management of FOCL's financial transactions is the responsibility of the Budget & Finance Committee. The committee consists of the President, Treasurer and at least two other Board members.

Duties of the Budget & Finance Committee

1. Insure accurate maintenance of all financial records.
2. Keep board apprised on overall financial needs of organization.
3. Oversee operational budgets of all committees.
4. Assist in planning fund raising activities.
5. Prepare annual operating budget to present to board for approval prior to annual meeting and to general membership at annual meeting.
6. Manage investment accounts

Definitions

Annual Dues and Fees

Includes membership in related professional organizations such as the Connecticut Library Association, and ALTAFF; fees required by governmental agencies such as the Connecticut incorporation fee; vendor fees such as those associated with internet services.

Annual Meeting Raffle

All monies received from teacup raffle held at the Annual Meeting.
Education/Programs/Meetings

Income and expenses associated with Annual Meeting, programs and workshops, including gas cards, honoraria, food, and \$50 for Friends groups for hosting Annual Meeting, \$25 for Friends groups hosting any workshops or programs.

Endowment Interest

All interest received annually from Norma Hansen Short Fund.

Grants/Awards

All grants to Friends groups as approved by FOCL Board, Public Library Service Award, and awards at Annual Meeting.

Insurance

FOCL's policy is to hold meetings and conferences at venues that provide liability/insurance coverage so no extra insurance is required at this time.

Interest

All interest received annually from Overflow Account and/or checking account.

Membership

All monies received for dues in all membership categories.

Miscellaneous Expenses

All unanticipated expenses

Miscellaneous Income

All unanticipated income

Norma Hansen Short Fund

This fund was established in 1998 in memory of the wife of previous FOCL President Jack Short.

Office Supplies

Envelopes, paper, stationery, labels, checks, items related to awards and other office supplies needed for FOCL operations.

Overflow Account

This account, created in October 2008 is intended for earning interest on monies over the amount needed to meet the annual operating budget.

Postage: Bulk Mail

Expenses for mailing FOCL materials using Bulk Mail postage, including FOCL Point newsletter, membership, program notices and other mailings. Includes Bulk Mail Permit fee.

Postage: First Class

All expenses for mailing FOCL materials using first class postage, including invoices, membership directory, program notices and other mailings.

Printing

All printing costs for FOCL Point newsletter, directory, mailings and materials for programs and meetings.

Professional Services

All expenses needed for services including newsletter layout, mail/merge for membership forms and directory and other outside consultants as needed.

Sunshine Fund

Includes cards to FOCL Board members or donations to designated charities in memory of FOCL Board family members as requested by FOCL board.

Travel

Includes any approved request by FOCL Board member for travel to meetings, such as ALA meetings.

OPERATING PROCEDURES

All financial records are maintained and kept by the FOCL Treasurer. Financial records and supporting documents will be kept for seven (7) years. Supporting documents, canceled checks, receipts, invoices and so on, may be discarded after seven years. All tax records must be kept permanently.

Documents such as the financial plans, annual financial reviews or audits shall be kept permanently. Copies of the latest 7 years of these documents shall be kept at the FOCL office.

Checks received by treasurer are deposited as received. with deposit slips labeled with what line item it is credited to and saved for financial review.

All expenses related to the operation of FOCL are accounted for in the annual budget and should be accounted for in the above defined budget lines:

1. Annual Dues and Fees
2. Annual Meeting Raffle
3. Education/Programs/Meetings
4. Grants/Awards
5. Interest
6. Membership
7. Miscellaneous Expense
8. Miscellaneous Revenue

9. Norma Hansen Short Fund
10. Office Supplies
11. Overflow Account
12. Postage: Bulk Mail
13. Postage: First Class
14. Printing
15. Professional Services
16. Sunshine Fund
17. Travel

Requisitions & Reimbursements

All expense requests must come from a FOCL Board member and include an expense/reimbursement form (**See Exhibits**) filled out and signed by them with date of request. Reimbursements for payments incurred on behalf of FOCL must be submitted to the treasurer with an expense/reimbursement form and signed receipts. Payment of the request must come from funds in approved budget lines. Pre-payment for conference speakers, food services and similar large program-related expenditures may be approved if requested by the Committee chair and do not exceed the amount in the approved budget line. Expense/reimbursement forms must be signed and filled out and submitted to the treasurer. All receipts with forms will be retained for financial review.

Bi-monthly treasurer reports of current operating budget transactions, running from first of first month to last day of second month, are prepared and presented to FOCL board at its meetings. All treasurer's reports, bank statements, deposit forms, receipts, bulk mail forms, dispersed funds related to approved Friends grant applications, statements from investments (Norma Hansen Short Fund and Overflow account) and printout from ePostcard for IRS are saved for financial review.

Bulk Mail Account: monitored as used. Forms from mailings are sent to the treasurer and include what was mailed and the total cost. The account balance should not fall below \$100 nor exceed \$400. Replenishment shall be as needed.
Postmaster, Middletown P.O.
11 Silver St.
Middletown, CT 06457
Phone 860-638-6977

Norma Hansen Short Fund:

One half the interest generated by the Norma Hansen Short Fund from July 1 through June 30 shall be transferred to the operating budget for the next fiscal year in July. Currently it is being transferred to the Overflow Account.

Overflow Account:

The Treasurer may transfer monies as needed to or from this account. The Treasurer must report any account activity at the following bi-monthly meeting.

Changing Operating Procedures:

The Budget & Finance Committee may change the operating procedures as needed. The Committee reviews current procedures in the month of January.

Time Line

Fiscal year runs July 1 through June 30. Books shall close by the end of the following August with a financial review completed and submitted to the Board at its November meeting.

Operating Plan:

All committee chairs submit to the Budget & Finance Committee their anticipated expense and recommended dues and fees for the coming fiscal year in January of the current fiscal year. Conference/workshop attendee fees for FOCL members and non-FOCL members are reviewed at this time.

Operating plan is determined at March meeting by the FOCL Board. The Budget & Finance Committee develops the proposed annual budget for presentation at the FOCL Board's May meeting. The budget is then presented to the general membership at the annual meeting in June.

Membership forms mailed out in August, collection of dues begins. Membership runs from September 1 through August 31.

E-Postcard report to IRS is filed when financial information is complete for the year, no later than the 15th day of the fifth month after the close of our tax period.

Account location and information

Checking account
Savings Institute Bank and Trust
P.O. Box 95
Willimantic CT 06266-0095

Overflow Account
Vanguard Prime Money Market Fund

Norma Hansen Short Endowment Fund
Vanguard Prime Money Market Fund

Bulk Mail Account
Permit #379

Postmaster, Middletown P.O.
11 Silver St.
Middletown, CT 06457
Phone 860-638-6977

Exhibits

Requisition/Reimbursement Form

**Friends of Connecticut Libraries
Request for reimbursement from Treasurer**

Please submit signed and dated receipts and/or bills for reimbursement/payment.

Description: _____

Amount: _____ Date requested: _____

Check payable to: _____

Address: _____

To be completed by Treasurer:

Check # _____ Date: _____ Amount: \$ _____

- | | |
|--|--|
| <input type="checkbox"/> Annual Dues & Fees | <input type="checkbox"/> Postage: Bulk mail |
| <input type="checkbox"/> Education/Programs/Meetings | <input type="checkbox"/> Postage: First class |
| <input type="checkbox"/> Grants/Awards | <input type="checkbox"/> Printing |
| <input type="checkbox"/> Membership | <input type="checkbox"/> Professional services |
| <input type="checkbox"/> Misc. expenses | <input type="checkbox"/> Sunshine |
| <input type="checkbox"/> Office supplies | <input type="checkbox"/> Travel |

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| <input type="checkbox"/> Grants/Awards | <input type="checkbox"/> Printing |
| <input type="checkbox"/> Membership | <input type="checkbox"/> Professional services |
| <input type="checkbox"/> Misc. expenses | <input type="checkbox"/> Sunshine |
| <input type="checkbox"/> Office supplies | <input type="checkbox"/> Travel |