

GRANTS RESOLUTION

RUTLAND FREE LIBRARY

That, the Board of Directors acknowledges its responsibility for the application and administration of all grants which are applied for, or which are granted, in the name of the Library, and it hereby adopts, pursuant to that responsibility, the following procedure to be followed in the application for and administration of such grants:

RESPONSIBILITY

The final authority for and administration of grants shall rest with the Library Director subject to these procedures and to any action by the Board. Fiscal Officer will report the expenditure of grant funds and completion of grants on a periodic basis to the Finance Committee.

APPLICATION

Applications for grants shall be prepared by the Library Director or appropriate staff member (e.g. Children's Services Librarian for juvenile programs).

ADMINISTRATION

Grants shall be administered by the Library Director within the guidelines of the grant and the policies and procedures of the Board.

DISBURSEMENTS

The Library Director shall approve all disbursements of grant monies and shall promptly provide records of such disbursements to the Fiscal Officer. The Director shall retain copies for reconciling expenditures should the need arise. The Treasurer, Director or Fiscal Officer shall be the grant fiscal officer depending on the requirements of the grant. In addition, the Director shall obtain prior approval of the Finance Committee for disbursements exceeding \$5,000.

RECEIPTS

Upon receiving grant monies, the Fiscal Officer shall record and track them as Miscellaneous Grants for amounts up to \$5,000 or individually for amounts larger than \$5,000 in the financial statements.