

**Fort Edward Free Library  
Policy Manual  
Budget Development and Expenditure**

It is the responsibility of the Board of Trustees to adopt an annual budget. The development of the budget for the Library is the responsibility of the Board of Trustee with the assistance of the Director and the Treasurer.

Funds for the Library budget come primarily from the Town, Village, and the Union Free School District of Fort Edward.

Additional funds for the Library budget may come from endowments, donations, fines and fund raisers.

The Director is responsible for operating the Library using the funds as described by the annual budget. The Trustees are responsible for budgetary oversight and may authorize an adjustment in spending as circumstances dictate.

All checks drawn on the Library accounts must be signed by the Treasurer with oversight from one officer.

The financial records will be reviewed annually and audited whenever there is a change of person holding the position of Treasurer.

Revised March 9, 2016