

**FRANKFORT COMMUNITY PUBLIC LIBRARY**  
**CLINTON COUNTY CONTRACTUAL PUBLIC LIBRARY**  
**FINANCE POLICY**

**REVIEWED & APPROVED BY THE BOARD OF TRUSTEES 01/17/2022**

Board of Finance

The duly appointed members of the Frankfort Community/Clinton County Contractual Public Library (Library) are the fiscal body of the Library and thus constitute “The Board of Finance” of the Frankfort Community/Clinton County Contractual Public Library. The members serve without compensation. [IC 5-13-7-5, IC 36-1-2-6]

Annual Meeting

The Board of Finance shall meet annually before the January Board Meeting to elect a president and secretary, review the written report of the Library’s investment during the previous calendar year and review the Library’s investment policy.

Fiscal Officer

The duly elected treasurer of the Frankfort Community/Clinton County Contractual Public Library is the fiscal officer of the Library.

Deposits

All funds received by the Library shall be deposited in one or more designated depositories not later than the business day following receipt and shall be deposited in the same form in which they were received.

Investments

The Treasurer is authorized to invest Library funds in the following [IC 5-13-9]:

- 1] Securities or discount notes backed by the full faith and credit of the United States Treasury or fully guaranteed by the United States and issued by
  - (a) The United States;
  - (b) a federal agency;
  - (c) a federal government sponsored enterprise

2] Repurchase Agreements (including standing repurchase agreements, commonly known as sweep accounts] :

(a) With depositories designated by the State Board of Finance as depositories for state deposits under IC5-13-9.5; and

(b) Involving the political subdivision's purchase and guaranteed resale of any interest-bearing obligations issued; or fully insured or guaranteed; by the United States, a United States government agency, an instrumentality of the United States, or a federal government sponsored enterprise.

Investments made by the Library's fiscal officer must have a stated final maturity of not more than five (5) years. [IC-13-9-5.6] The amount to be invested for more than two years is limited to 25% of the total portfolio of public fund investments, including transaction accounts.

#### Interest Earnings

All interest derived from an investment by the Library's fiscal officer shall be receipted to the fund of which they are a part. Interest on investments should not be added automatically to the investment. Instead, interest on investment should be paid to the governmental unit quarterly or at maturity date and posted to the appropriate fund.

#### Depositories

All public funds of the Frankfort Community/Clinton County Contractual Public Library shall be deposited in the designated depositories located in the territorial limits of the Library District. [IC5-13-8-9]

#### Electronic Transfer of Library Funds

The following type of transaction may be conducted by electronic transfers between financial institutions in order to expedite the transfer of funds as well as maximize interest earnings:

- 1] Payroll for library employees
- 2] Payment of claims

The fiscal officer will maintain appropriate documentation of the transactions so these may be audited as required by statute. (IC 5-13-5-5)