



POLICY: FINANCE – ACCOUNTING

POLICY #: B-FIN-01

COMMITTEE: Finance & Infrastructure

PASSED: 26 October 2017

TOPIC: Accounting

AMENDED:

REVIEW PERIOD: 5 years

PURPOSE

To detail and affirm the North Vancouver District Public Library (Library) use of accounting services provided by the District of North Vancouver (DNV).

POLICY

The Library will utilize accounting services provided by the DNV as part of a larger shared services business model.

BACKGROUND

Centralization of accounting services enables the Library to leverage professionally qualified staff, ensures economies of scale and value for money in property taxation. A single accounting system supporting District and partner agencies ensures efficient and effective workflow and business processes.

The District and partner agencies use the District’s Enterprise Management Reporting System. This system includes the general ledger, asset management and maintenance, accounts payable, accounts receivable, payroll and human resources.

RESPONSIBILITIES

Board Members

- Support this policy and procedures

Chief Financial Officer

- Supports this policy and procedures
- Oversees all aspects of financial service delivery

Director of Library Services

- Supports this policy and procedures
- Works collaboratively with the CFO or designate to ensure an accounting and reporting structure is in place that supports the Director in managing Library business