

6. FINANCE

The Library's accounting procedures shall be recorded in accordance with the practices of the Corporation of the District of North Vancouver, and shall be performed by the Finance Department of the municipality.

6.1 SIGNING AUTHORITY

The authorized signing officers for all financial transactions shall be appointed annually and shall be as follows:

The Chair or Secretary to the Library Board;

AND the Director of Financial Services of the District of North Vancouver or his/her deputy.

6.7 MEMBERSHIPS

(Approved by Library Board November 13, 1997)

The Library is a member of the Public Libraries InterLINK.

The Library Board will determine annually, when reviewing the Provisional Operating Budget, if it wishes to be a member of the following:

- Canadian Library Association
- British Columbia Library Trustees' Association
- British Columbia Library Association
- North Vancouver Chamber of Commerce

... and any other organization whose goals and purposes will benefit the library.

Any increase in membership fees of more than 5% over budgeted amount must be referred to the Library Board for review.

6.8 EXPENSE ALLOWANCES

Library Board Members

(Approved by Library Board November 14, 2002)

Library Board members do not receive a stipend. However, all approved expenses will be paid by the Library in accordance with the practices followed by the District of North Vancouver.

.1 Expenses

Library Board members and employees who travel or attend meetings, conferences or workshops on Library business will be reimbursed as follows:

Registration Fees for conferences or workshops, as receipted and up to the full amount.

Transportation: Receipts are required for all travel reimbursement with the exception of kilometres driven when travel is by automobile.

- Economy return air fare or equivalent. Air travel is inclusive of airport improvement fees, transportation to and from the airports at both the point of departure and the destination, and airport parking, if required.
- Travel by automobile: reimbursement for the distance travelled shall be a the established kilometre rate in effect for the Library plus parking, ferry charges, highway tolls – the amount cannot exceed that of the economy air fare.

Accommodation: Single room hotel accommodations, as receipted.

Per Diem Allowances:

- For attendance at an event not exceeding one day, expenses supported by appropriate receipts to a maximum of \$70 will be paid.
- For attendance at an event exceeding one day or for attendance at a one-day event requiring overnight travel, expenses claimed will be paid without receipts at the following rates:

<u>Within Canada</u>	<u>Within United States</u>
(Canadian Funds)	(U.S. Funds)
\$70.00	\$70.00

- For prorating per diem the following allocations apply:
Breakfast: \$12.00
Lunch: \$15.00
Dinner: \$33.00
Incidentals: \$10.00
TOTAL: \$70.00
- If meals are included in the event registration fees then the cost of those meals should be deducted from the per diem rate in accordance with the above allowance table.

.2 Car Allowance

(Approved by Library Board July, 2008)

52¢ per km.

Note: To convert miles to kilometres, multiply by 1.6.

.3 Attendance

The Board will determine how many members may attend conferences, meetings, etc.

Library Staff

(Revised by Library Board August 1999)

(Revised by Library Board October 2004)

- The Director of Library Services is authorized to approve attendance of library staff at conferences, seminars and workshops.
- Authorization will be subject to the availability of funds allocated in the budget.
- Expenses granted will be as above. However, if the total cost is \$1,000.00 or greater, attendance will be subject to Library Board approval.
- Travel expenditures up to \$2,000 for any on individual staff member must be approved by the Director of Library Services.
- Travel expenditures over \$2,000 for any one individual staff member must be approved by the Director of Library Services together with the Chair or Vice-Chair of the Library Board.