



Augusta-Richmond County Public Library System

Budget Policy

October 21, 2024

Overview:

The Augusta Richmond County Public Library System (ARCPLS) will:

- Adhere to Generally Accepted Accounting Principles (GAAP) and other requirements governing the use of public funds.
- Adopt and adhere to a structurally balanced budget to ensure sustainable service delivery on an annual basis, basing expenditures on reasonably predictable ongoing funding.
- Maintain at least 6 months of unassigned fund balance to allow for continued library service through an emergency or other unexpected funding decrease.
- Avoid using one-time revenues to cover regular operating expenses except in cases where the one-time revenue (i.e. donation) will adequately cover costs over at least 2 years.

Authority:

Per the O.C.G.A 20-5-41, the operation of the Augusta Richmond County Public Library System (ARCPLS) is legally vested in the ARCPLS Library Board of Trustees, consisting of representatives from each district of Augusta Richmond County. The ARCPLS Board of Trustees is responsible for the financial oversight of the library, including approving the annual budget, engaging auditors to conduct an annual audit or AUP; and creating financial policies. The Library Director is charged with implementing the financial policies as established by the ARCPLS Library Board, monitoring and evaluating system finances, and providing information to the respective library board relating to the financial situation of their library.

Monitoring and Enforcement:

The ARCPLS Library Board of Trustees, using its legally vested authority, will intervene in the local budget process at any point when the library fails to meet the requirements listed above. To address the situation, the Library Board of Trustees will:

- Require the affiliated library to immediately seek additional funding from reliable, ongoing sources that will allow for a structurally balanced budget and/or restore the fund balance to the required level.
- Will review and amend the library's budget as needed.
- Place the library in a receivership status, giving authority for all financial decisions to the Library Director.