**CPSLD TREASURER GUIDELINES draft 30 September 2009**

**From the Constitution and Bylaws:**

**V. Officers:**

e) A Treasurer will be elected from the voting membership for a period of two years.

f) The Council approves expenditure directing the Treasurer to make disbursements as appropriate.

g) The Treasurer shall report the state of finances at each meeting and present for approval a financial statement.

**VII Finances:**

a) To cover expenses the Council may assess its members an annual fee.

b) Assessment of the annual fee shall require the approval of a two-thirds majority of the entire membership.

c) Fees, levies or contractual assessments for the initiation and maintenance of joint projects or services among the members shall require approval at the institution level.

d) Funds collected or received for joint projects may be vested in the project, i.e. in an appropriate corporate agency, not in the Council.

**Guidelines for Management of funds:**

**The Treasurer shall:**

a) **Issue annual invoices for membership fee:**

CPSLD will approve an annual membership fee at the AGM. The Treasurer will issue an invoice to all members. See example Appendix A. Receipt of membership fees will be tracked and invoices re-issued in case of non-payment.

b) R**eceive, record and deposit all funds**

Arrangements for the deposit and maintenance of funds are to be made in accord with the financial services department practices of the home institution of the Treasurer. Appendix B includes a sample of a report.

c) **Manage expenditures**

**Major expenses** will be decided by CPSLD the AGM, e.g. web page maintenance, sponsorships, etc.

**Minor expenses:**

The Treasurer may also receive a requests to fund:

- flowers for a bereavement experienced by a fellow member

- the birth of a child.

- retirement gifts are

- gift for the Chair at the end of his/her term

Past experience suggests $75.00 as a limit for such purchases at the discretion of the Treasurer. The Treasurer may purchase these things directly and be reimbursed or may request help from other members who shall be reimbursed upon presentation of a receipt. Such gifts often include cards and cards are also used at meetings to thank speakers, etc. The Treasurer may purchase a supply of these.

**Other Expenses:**

CPSLD occasionally receives requests or suggestions for contributions or donations to offset costs or to sponsor events at conferences or meetings. A recent example is the CTCL workshops at the Canadian Library Association annual conference. Any request or recommendation for a contribution or donation should be presented by one or more Directors in the form of a motion at a semi-annual meeting of CPSLD.

As a general rule, CPSLD funds (which are derived from CPSLD member institutions’ fees) are not used for conference contributions or donations.

Contributions may be approved when budgeted and where the contribution or donation clearly:

• advances CPSLD strategic directions, and/or

• directly benefits CPSLD members.

A motion to approve a contribution or donation should be accompanied by written justification that is included with the meeting documents. Each request will be considered subject to the availability of funds.

d) **Issue financial reports**

The Treasurer will furnish reports as requested by the CPSLD executive and for the bi-annual meetings. A complete report of revenues and expenditures will be provided for all members for the AGM. Appendix C includes a sample of a previous financial report to CPSLD.

APPENDIX A: **Sample invoice:**



Library name

Address

17 November 2003

# ANNUAL INVOICE

CPSLD Annual fee (2008-2009): $ 50.00

Please make cheque payable to: **Council of Post Secondary Library Directors**

Send to: Treasurers name

Address

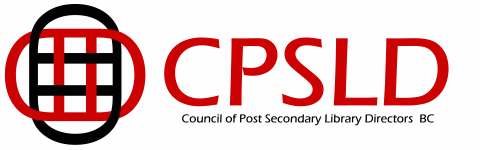
Signature

Thank you

**APPENDIX B: sample institutional account report**



**APPENDIX C: Sample meeting report**



# Treasurer’s Report: May 5th, 2009

1. Balance forward 5 May 2009 $ 1,719.28

2. Expenses Oct. 08 to 5 May 2009 75.00

3. Current balance: $ 1,644.28

Submitted:

Janet Beavers, Treasurer