

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Current Library District Funds

POLICY NUMBER: 5006

5006.1 The Library Commission establishes the following list of “Current Library District Funds” which are components of the Dixon Public Library Fund (Governmental, Unrestricted). This list shall be reviewed at least annually at the time of budget adoption and revised as necessary.

Assets

Cash in Treasury
 Imprest Cash
 Future Loan Redemption Requirement
 Land
 Structures and Improvements
 Equipment
 Reserve for Building
 Construction in Progress
 Reserve for Emergency Operations
 Reserve for Capital Acquisition

Liabilities and Equities

Outstanding Warrants
 Due to Other Agencies
 Accrued Compensated Absences
 Reserve – Imprest Cash
 Fund Balance Available
 Investments in General Fixed Assets
 Revenues
 Expenditures
 Budgeted Revenue
 Appropriations
 Unanticipated Revenue

5006.2 The Library Commission further establishes the following list of minimum fund amounts for certain of the funds listed in 5006.1 above. This list shall be reviewed at least annually at the time of budget adoption and revised as necessary.

Assets

Reserve for Building

- \$650,000 for purposes of property acquisition and a new library facility

Reserve for Emergency Operations

- \$250,000.00 for purposes of emergency operations in the event of the loss or interruption of normally-expected revenues

Reserve for Capital Acquisition

- \$50,000.00 for purposes of major asset replacement

5006.3 The Library Commission establishes the list of “Current Library District Funds” which are components of the DPLD Facilities Fees Fund (Governmental, Restricted). This list shall be reviewed at least annually at the time of budget adoption and revised as necessary.

Assets

Cash in Treasury

Construction in Progress

Liabilities and Equities

Fund Balance Available

Adopted 06/19/2006