

NORTH LITTLE ROCK PUBLIC LIBRARY SYSTEM
FISCAL MANAGEMENT
ACCOUNTING AND AUDITING

The Board of Trustees, through the CEO/Chief Librarian and the Chief Finance Officer, shall:

1. Maintain all financial records at the system headquarters.
2. Arrange for an annual audit of the library system's records for the preceding fiscal year to be conducted by an independent certified public accountant.
3. Report on all funds of the library system - including expenditures, encumbrances, and reserves - at each Board meeting.
4. Adopt an annual budget for the ensuing fiscal year, covering January 1 through December 31.
5. Maintain an inventory of all purchased equipment.
6. Ensure that the adopted budget and audit report are submitted annually to the State Librarian.

The Library will contract with an independent certified public accountant to audit the system's general-purpose financial statements for each fiscal year. Audits shall be conducted in accordance with all applicable federal laws and regulations, Arkansas statutes, and administrative rules, including:

- Generally Accepted Auditing Standards;
- Government Auditing Standards issued by the Comptroller General of the United States; and
- Applicable provisions of the U.S. Office of Management and Budget 2 CFR 200.

The Library will retain all financial statements included in the auditor's report and will submit a corrective action plan to the Library Board whenever audit findings indicate noncompliance.