



## **POLICIES: FISCAL**

### **Fiscal Agent**

Western Council of State Libraries, Inc. may engage a fiscal agent or management service.

### **Audit**

An independent full audit of Western Council accounts and financial transactions will be conducted every three (3) years at the end of the Treasurer's term. Reconciliations will be conducted in other years.

### **Bank Account**

The bank account (s) will be established by the fiscal agent or management service.

The President or Treasurer shall be authorized to approve expenditures and to sign checks for the payments of Western Council obligations.

One authorized signature shall be required to issue a check on Western Council checking accounts.

### **Committee Expenses**

No continuing education or planning money may be spent until a plan of action has been presented and approved by the Western Council Board.

## **Credit Cards**

The President and Treasurer are authorized to use credit cards belonging to Western Council.

## **Reserve Accounts**

The Western Council must maintain an operating reserve sufficient to cover contracted obligations to the fiscal agent.