

Belleville Area District Library Board
Finance Committee Notes
Thursday, February 17, 2011

In attendance: Elaine Gutierrez, Joy Cichewicz, Debra Green and Jerry Kruse.

The meeting convened at 5:45 p.m.

The meeting started with the introduction of Jerry Kruse, current financial consultant for Ypsilanti District Library. Jerry listed some of his qualifications. Most recently he is a retired professor of Siena Heights University in Adrian.

Jerry listened to the current financial procedure with the district library's fiscal agent, the City of Belleville. The committee shared the difficulties in coming up with an alternative. Jerry commented that the library already has a set-up in place that could be utilized as an in-house accounting procedure.

He explained that there are four responsibilities that need to be separated by different individuals for checks and balances.

1. **DISBURSEMENTS** (Writing checks)
The new office assistant could be trained to do this part.
2. **RECEIPTS** (Counting cash and Depositing money)
Members of the staff are already doing this.
3. **CONTROL** (Reconciliation and General Ledger)
Hire an accountant. Jerry could give us a recommendation.
4. **SIGNING**
The four signers are already in place.

Software was discussed at length. Quick Books would be less expensive, but the library would outgrow it. Debbie had a bid from Tyler for Fund Balance Software. Jerry said that we did not need all the items included on the quote. He will call Tyler for a new quote.

The decision was made to start making plans to set up an in-house procedure. Debbie will add accounting qualifications for hiring the new office assistant.

Meeting was adjourned at 8:30 p.m.