



Fund Balance Policy (draft) (Developed for GASB 54)

Purpose

The Board of Trustees (the "Board") recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the Library and is fiscally advantageous for both the Library and the taxpayer. This policy establishes goals and provides guidance concerning the desired level of fund balance maintained by the Library to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances.

Definitions

Fund balance is a measurement of available financial resources and is the difference between total assets and total liabilities in each fund.

GASB Statement 54 distinguishes fund balance classifications based on the relative strength of the constraints that control the purposes for which specified amounts can be spent. Beginning with the most restrictive constraints, fund balance amounts will be reported in the following categories:

- 1) Nonspendable fund balance** – amounts that are not in a spendable form (e.g., inventory) or are legally or contractually required to be maintained intact (e.g., permanent fund principal).
- 2) Restricted fund balance** – amounts that can be spent only for the specific purposes stipulated by external parties either constitutionally or through enabling legislation (e.g., grants or donations).
- 3) Committed fund balance** – amounts that can be used only for the specific purposes determined by a formal action of the Board. Commitments may be changed or lifted only by referring to the formal action that imposed the constraint originally (e.g., the board's commitment in connection with future construction projects).
- 4) Assigned fund balance** – amounts *intended* to be used by the Library for specific purposes. Intent can be expressed by the Board or by a designee to whom the Board delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates

that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.

- 5) Unassigned fund balance** – includes all amounts not contained in other classifications and is the residual classification of the general fund only. Unassigned amounts are available for any legal purpose.

Policy

The responsibility for designating funds to specific classifications shall be as follows:

Committed Fund Balance – The Board of Trustees is the Library’s highest level of decision-making authority. A resolution approved by the Board is required to establish, modify, or rescind a fund balance commitment.

Assigned Fund Balance – The Board of Trustees has designated the Director and the Finance Manager as officials authorized to assign fund balance reserves to a specific purpose as approved by this fund balance policy.

Minimum Unassigned Fund Balance

It is the goal of the Library to achieve and maintain an unassigned fund balance in the general fund at fiscal year end of not less **than 50% of the combined anticipated receipts from Property Taxes and Local Income Taxes for the then current year.** If the unassigned fund balance at fiscal year end falls below the goal, the Library shall develop a restoration plan to achieve and maintain the minimum fund balance.

Order of Expenditure of Funds

When multiple categories of fund balance are available for expenditure (e.g., a project is being funded partly by a grant, funds set aside by the Board, and unassigned fund balance), the Library will start with the most restricted category and spend those funds first before moving down to the next category with available funds.