

**Mukwonago Community Library
Financial Policy**

Section 1. All library invoices and payroll expenses are paid through the Village of Mukwonago’s main office. Per Wisconsin State Statutes Sec 43.51(1), it is the responsibility of the Mukwonago Library Board to approve all expenses for the Library. Any allocated expenses posted by the Village of Mukwonago must be reported with detail to the Library Board with any accompanying documentation.

Section 2. Any expenses that exceed the line item approved budgeted amount need approval by the Library Board before the expenses are incurred.

This policy cannot be changed without Library Board approval.

Adopted by the Board of Trustees of the Mukwonago Community Library on the 15st day of March, 2018.

Revision History

- 21 July 2016:** Revised Section 1 to reflect procedural changes.
Revised Section 2 to define approvals required for certain expenses.
- 1 March 2018:** Reviewed by Policy Committee. No changes found necessary.
- 15 March 2018:** Approved by Library Board.