

The Board of Trustees through the Executive Director and Assistant Director for Finance and Administration will:

1. Maintain all financial records at the system headquarters.
2. Cause an annual audit of the records of the library system for the preceding fiscal year to be made by an independent public accountant.
3. Account for all funds of the library system by expenditure, encumbrance or reserves at each Board meeting.
4. Adopt an annual budget for the ensuing fiscal year, which is January 1 through December 31.
5. Maintain an inventory of all equipment purchased.
6. Ensure that the budget and audit report are submitted to the state librarian once a year.

The Library will contract with an independent certified public accountant to audit the system's general purpose financial statements for the fiscal year. The audit shall be conducted in accordance with all applicable federal laws and regulations and Arkansas Statutes and administrative rules including: generally accepted auditing standards; governmental auditing standards issued by the comptroller general of the United States; and the applicable provisions of the United States office of management and budget, circular A-133. The Library will maintain all financial statements present in the auditor's report and will submit a corrective action plan to the Library Board when found to be out of compliance.