

## GAIL BORDEN PUBLIC LIBRARY DISTRICT BUDGET MONITORING AND ACTIVITY TRACKING POLICY

This policy establishes the internal processes necessary to ensure consistency and uniformity in budget monitoring and activity tracking. This policy applies to all sources and uses of funding received by the GBPLD; costs incurred in the performance of cooperative agreements, the disbursement of funds, and reimbursement of costs incurred in the performance of program, project, or contract objectives. Failure to comply with this procedure or to consistently follow established accounting practices may result in administrative actions.

The GBPLD Budget Management policy is designed to:

1. Delineate responsibility for monitoring financial results in relation to the budget.
2. Provide the flexibility and process to change the adopted budget to adapt to circumstances and opportunities that arise during the budget year.
3. Ensure compliance with Federal grant budget monitoring.

### Requirements

- Budget monitoring and activity tracking practices must comply with all applicable government laws and regulations.
- Estimating, budgeting, and accounting practices must be consistent with those practices used for accumulating and reporting costs.
- Estimating, budgeting, and accounting practices must comply with generally recognized and government approved cost principles and accounting standards (GAAP).
- Grant budgets will be prepared according to the terms and objectives of the federal award. Match sources will be identified, when a match is required by the federal award terms and conditions, during the budget preparation process.

### Responsibilities

- The Director of Finance will:
  - Be responsible for issuing direction and interpreting accounting practices.
  - Provide guidance, methods, and standards for estimating, budgeting, and accounting practices.
  - Identify responsibilities for producing reports, providing analysis, and resolving variance issues.
  - Provide written instructions for charging labor effort and for purchased materials and other direct costs.
- Any Employee working on Financial Management and Accounting activities will:
  - Follow established cost estimating, budgeting, and accounting processes and instructions.
  - Perform periodic audits and reviews to ensure compliance with these requirements.
  - Ensure that direct effort is charged only to the agreement being supported.

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- Ensure that indirect overhead effort and associated expenses will be charged only to the proper account(s).

(12/2023)