



## Assigned Reserves Policy

Policy Adopted: 4/18/2019

Revised: 4/6/2023

The Walworth-Seely Public Library maintains assigned reserve funds for the purpose of responsible fiscal planning.

Assigned Reserve funds may be established by the Board of Trustees with a resolution. A motion is required to move funds from or to the Operating Budget Account or a Reserve Fund.

**Capital Improvement/Construction Reserve:** These funds are established for large capital projects such as building projects and or planned improvements to the facility.

**Equipment/Repair Reserve:** These funds are established for major purchases and necessary repairs.

**Bullet Aid/Grant Reserves:** Funds designated for specific purchases or projects are designated at the time of receiving Bullet Aid or Grants monies.

**25% Cash-Flow Reserve:** These funds are established in accordance with the Library Fund Balance Policy to ensure a cash flow reserve adequate to cover operating expenses from January through the end of March (1<sup>st</sup> quarter) since funding from the Town of Walworth is expected by April 1 of each year. Funds in this reserve may be expended without a board motion during the period from January through the end of March each year.

**Annual Carryover Reserve:** Some budgeted receipts and expenditures may be outstanding at the end of the calendar year. At Fiscal Year End closing, monies are approved for carryover into the next fiscal year's Operating Budget.