

SAILS Financial Management Procedures

Last day of the month

- **In Accounts Receivable**
- Email statements
- Print all required Reports
- Period End Close
- **In Purchase Orders**
- Period End Close

First day of the month

- **In Bank Reconciliation**
- Get Rockland Trust bank statements
- Balance accounts in CYMA
- End of Process

After bank reconciliation

- **In Accounts Payable**
- Print all required Reports
- Period End Close
- **In General Ledger**
- Make journal entry to balance accounts receivable and balance sheet
- Enter a journal entry for all investments
- Run balance sheet and income statement
- Get approval of Director
- Print all required Reports
- Period End Close

After final period close

- Enter all invoices that have been received since the last warrant closed
- Create recurring invoices
- Continue to enter invoices that are received
- Continue to bill libraries for services and products received
- Continue to make deposits for payments received

Before monthly meeting

- Staff submits mileage for reimbursement
- Print proof of AP invoice posting
- Get approval of Director
- Prepare paperwork for transfer from savings to checking
- Get the signature of the treasurer
- Email to Rockland Trust
- Prepare a General Ledger journal entry to show transfer from Money Market account to Regular Checking account.

After transfer

- Print Checks
- Attach checks to invoices for signatures
- Prepare warrant
- After approval email to board

During Meeting

- Get signature on checks by the treasurer, president, or secretary (at least one, preferably two signatures)
- Approval of warrant by membership/board

After Meeting

- Attach stub to invoice, file
- Mail checks
- Hold all invoices that are received until the beginning of the next month.
- Continue to bill libraries when needed
- Continue to make deposits as checks are received

E-Commerce Schedule

First week of the month

- Download report from Workflows of libraries transactions for previous month
- Sort by library and transaction type
- Print and photocopy
- Send libraries copies in transit
- Send email telling libraries that reports sent and checks will be cut later in the month
- Print Propay report of transactions for the previous month and file in E-commerce binder

Daily

- Check transactions daily (BCC vs. Propay)

One week after sending report email

- Transfer money from E-commerce account to Rockland Trust
- Cut checks to libraries
- Director signs checks
- Mail Checks
- Attach check stub to report copy and file in libraries folders

Payroll

SAILS staff members are paid bi-weekly. There are 27 pay periods in a fiscal year. Withholding amounts for health insurance, dental insurance, and retirement are figured on a twice-monthly basis so there are 2 months per year with 3

pay periods – voluntary deductions are withheld on those 3rd pay periods.

Timesheets are filled out weekly by staff using timesheet software.

The software calculates vacation, sick, and personal time earned and used.

The staff supervisors review staff timesheets the Monday following the closing date of the pay period.

Payroll is issued every 2 weeks on Thursdays.

On the Monday before payday, the payroll is entered by Office Admin. Support Specialist.

Journal entries are entered into General Ledger

Payroll reports are filed in the year's payroll file and kept locked in the Office Admin. Support Specialist's file cabinet. Quarterlies are placed in a sleeve protector and kept at the front of the binder.

The payroll service is paid each payroll period. The funds are automatically deducted from the checking account and a journal entry is entered in G/L.

Accounts Receivable

Libraries request supplies, services, software, and hardware as needed. SAILS places orders with the vendors to fill these requests.

The libraries are billed and invoices are emailed to them.

SAILS pays the vendors directly.

At the end of each month, A/R statements are emailed to each library showing any outstanding charges or credits.

When payments are received by the libraries, their accounts are credited and a deposit slip is created in the accounting system. This slip along with the check stubs are filed in the A/R binder. The deposit is taken to Rockland Trust that same day and the deposit slip received from the bank is attached to the computer-generated slip.

Retirement

SAILS and staff's share of retirement savings are paid to TIAA-CREF each month. This payment is authorized for withdrawal from the checking account on TIAA-CREF's website. The link to the retirement plan is:

<http://www.sailsinc.org/Corpdocs/RetirementPlan03.pdf>

Grants

SAILS receives annual grants awarded by the Massachusetts Board of Library Commissioners. The grants are a partial subsidy of network telecommunications costs after any Erate discounts, a grant for resource sharing activity (number of titles available, number of items available, number of items loaned to other libraries), a grant that can be used for network infrastructure expenses, and funds to subsidize the membership assessments for public libraries in the network serving communities with populations under 10,000.

The amounts of each grant vary each year based on the amount of money available to the MBLC and the formula used to distribute the funds among the networks in the Commonwealth (CLAMS, CW/Mars, Fenway Libraries Online, Metro Boston, Minuteman, Merrimack Valley, Old Colony Library Network, and SAILS). The Massachusetts Library System receives a small grant to cover telecommunications costs for small libraries in MassCat.

Other than the Network Infrastructure grant, all funds received from line item 9506 (MBLC) are carried over to the following fiscal year. Funds are recorded in the accounting system in the year in which they are received as accounts receivable payments. On July 1 of the following year, grants are then reassigned to a revenue line item. Small Libraries in Network grants are shown as a payment when membership assessment invoices are issued. Network Infrastructure grant funds are recorded as deferred revenue.

The Network submits grant applications to the MBLC every August for funds. The Network submits a report to the MBLC every August showing any expenditures that come from Network Infrastructure grants.

Annual Billing

July - Annual Membership Assessment, PC Support Subscription, Overdrive contribution, Tumblebooks

August - Envisionware maintenance (PC RES, Print Management, Mobile Printing)

September - Plymouth Rocket subscriptions

February - Swank Movie License