

Financial spending policy approved on November 10, 2020.

Amendments to Items #5 and #6 approved on January 25, 2023.

- 1) Per the PGCMLS Foundation bylaws, each year the Foundation is to vote at the January meeting to set the funding priority for the year. To distribute the funds, the PGCMLS staff member in charge of the project must submit a plan to the PGCMLS Foundation for approval.
- 2) Restricted funds are to be spent in accordance with the contract, donor agreement, or marketing message sent and accepted by the donor when payment is made. The PGCMLS Director of Development and Donor Engagement (DoDDE) will verify restricted funds, contracts, and all documentation. PGCMLS accounting will also verify the use of these funds. As of this date, the current restricted funds include:
 - a. Capital One Foundation – Ready, Set, Bank grant
 - b. Local Development Council – Oxon Hill Kids Achieve grant
 - c. Summer at Your Library
 - d. Hyattsville Branch Library Fund – established by donor Allendra Letsome
 - e. PGCMLS Digital Collection
- 3) The DoDDE can establish a restricted fund on occasion due to a marketing campaign. However, unrestricted funds are considered the ideal.
- 4) A donor can establish a restricted fund with a donation of \$500 minimum and contacting the DoDDE for a written agreement on fund usage.
- 5) PGCMLS Foundation unrestricted funds can be used for direct fundraising expenses such as postage, printing, supplies, products to sell, etc. It is not to be used for entertaining, staff training, or staff rewards without approval from the board. All expenses delineated in an approved budget need no additional approval. All unbudgeted expenses over \$3,000 need the prior approval of the PGCMLS Foundation Board.
- 6) PGCMLS Foundation unrestricted funds can be used to assist branch libraries or area or system-wide programming. Branch libraries, area directors or Programming may submit requests for supplies or activities that directly engage the library customer. The Donor Engagement and Grants Officer (DoEGO) will accept these requests quarterly. Expenses over \$3,000 need the prior approval of the PGCMLS Foundation Board.

Per the PGCMLS Foundation bylaws,

- 1) Approvals can be made with a majority quorum vote at a Foundation meeting.
- 2) This policy can be updated by a majority vote at any PGCMLS Foundation meeting.