

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Code of Ethics	Page(s):	1
Subject:	Financial Matters	Revised Date:	Sept 8, 2017
			Sec 1, 3D
		Reviewed:	July 23, 2018

FINANCIAL MATTERS

1. All assets and liabilities of NLLS shall be recorded in the regular books of account. No undisclosed or unrecorded fund or asset shall be established or maintained for any purpose.
2. No false or artificial entry or entry that obscures the purposes of an underlying financial transaction shall be made in the books and records for any reason.
3. No payment of any nature using Northern Lights Library System funds or assets that is in violation of any applicable law or regulation shall be made.
4. Unauthorized removal of materials, property or monies belonging to the Northern Lights Library System is strictly prohibited.
5. Falsification of an application, time sheet, work schedule or other financial or legal records is prohibited.
6. Fraud - All Managers and Executive Director are responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to their injury.

NLLS Executive Board Chair

Sept 8, 2017

Date of Approval