

## **Emmaus Public Library Cash Management Procedure for Federal & State Grants**

### **Purpose:**

Cash management procedures that establish LSTA (Library Science and Technology Act) fund controls and accountability, including written procedures for determining the allowability of costs under the terms and conditions of the LSTA award (2 CFR §200.302(b)(6), §200.302(b)(7), §200.305).

### **Procedure:**

The Library will make a separate account in QuickBooks for the income (for example, LSTA grant-COVID). The expenses will be listed monthly in QuickBooks, and together in a separate spreadsheet.

This procedure will track all income and expenses for the grant.

All expenses must have acceptable documentation: ie: receipts, invoices, or materials which explain expenses to be paid, and must be signed off by the Director.

The grant money will be deposited and will be accounted separately as described above.

The library is audited annually by an accredited CPA.

Approved February 16, 2021  
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