

PATTERSON LIBRARY

BOARD DESIGNATED FUND

Definition

The Board Designated Fund ("Fund"), is a fund functioning as a board designated cash reserve and comprises resources the Library's Board of Trustees ("Board"), rather than a donor, has determined to be retained and managed for Library purposes. The Fund is not a permanent endowment. Assets are assigned to the fund from the excess revenues over expenses at year end and after the Operating Fund and Capital Reserve Funds have met their annual fund target balance. The use and disbursement of the Board Designated Fund assets will be made in a transparent, prudent and strategic manner.

Fund Investment

Funds held in the Board Designated Fund shall be invested according to the policies outlined in the Library's Investment Policy. All Board Designated Fund expenditures shall be subject to the Library's Internal Financial Controls.

Board Designated Fund Expenditure Selection Process

All transfers from the Board Designated Fund must be brought to the Library's Budget and Finance Committee and subsequently approved by the Board of Trustees. In the event that a decision is required in the management of these funds before the Board of Trustees or the Budget and Finance Committee can meet, the Director will consult the President, Vice-President and/or Treasurer.