

Mooresville Public Library

Threshold of Materiality Policy

Adopted June 6, 2016

Loss, Shortage, or Theft of Cash of other Monies:

A variance, shortage or theft of cash of other monies from any Library fund that has been substantiated or determined to be in an account over \$500, whether resulting from a one-time loss of \$500 or multiple occurrences amount to \$500 in the aggregate, is material and will be promptly reported to the Indiana State Board of Accounts by the Director or the Director's designee. This does not include inadvertent clerical errors or misplacements that are identified timely and promptly corrected with no loss to the Library.

Loss, Shortage or Theft Non-Monetary Assets:

A loss, shortage, or theft of a library asset other than cash or money that has been substantiated or determined to have an estimated fair market value of over \$500 is material and will be promptly reported to the Indiana State Board of Accounts by the Director or the Director's designee. This does include inadvertent clerical errors that are identified timely and promptly corrected with no loss to the Library.

Maintaining Documentation:

The Administration will investigate any and all losses, shortages, or thefts of library funds or assets, regardless of whether the value or amount of a variance, loss, shortage, or theft is substantiated or determined to be material pursuant to the policy set forth above. The details and resolution of an investigation will be documented by the Director or the Director's designee. Such documentation will be maintained in the Business Manager's office pursuant to the Library's document retention policy.

Public Employee Reporting Obligations

Public employees who have actual knowledge of, or reasonable cause to believe, a misappropriation of library funds has occurred are required to immediately report in writing such misappropriation to the Indiana State Board of Accounts and the county prosecuting attorney. The Director is authorized to develop administrative regulations to carry out the requirements set forth in this policy.

See I.C. 5-11-1-27