1. **Financial Policies**
   1. **Budget Policy**

* The Hopkins District Library Board of Trustees and Library Director will establish an annual budget at its October meeting for the following calendar year. The Library Director will present the annual budget with historical data and future projections to the Board at its usual meeting in October.
* The budget is a working document. Changes in projections, projects, or unknown events are cause for variations from budget to actual numbers. During the course of the fiscal year (January – December) budget adjustments will be presented by the Library Director and/or the Library Board Treasurer to the Board as needed to keep the budget accurate.