

# *Springfield Library*

## *Annual Financial Review for Year 2024*

On Monday, July 28, 2025 at 9:00 AM Board Member Jack Raitt and Board President, Barbara LaCorte met with Treasurer Debra Miller to conduct an Annual Financial Review of the Springfield Library.

We have reviewed the library accounts, reviewed procedures and accounting, reconciled receipts and disbursements with bank deposits, and bank balances in accordance with our current accepted procedures (attached), and have found the balances displayed correctly, presented fairly, with proper procedures, and records properly kept, except as noted herein:

1. Although it is a small portion of the library's finances it is our opinion that accounting for petty cash needs to be improved. We recommend that a notebook listing any incoming cash (date and amount) be kept, as well as a receipt booklet (such as carbon copy) be used for any small purchases made, with both available to the treasurer.

We also recognize Debra Miller, Treasurer, for the huge amount of work that she has done, and continues to do in putting the accounts in order, updating them and providing the reports in a timely manner.



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Jack Raitt – Board Member



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Barbara LaCorte - President