

## 1. Discretionary Funds Guidelines

### General Information:

FLH sets discretionary funds aside annually for each library and bookmobile in the state. Availability and amount may vary due to budget limitations.

### Use:

These funds are to be used for incidental **expenses not normally covered in the regular state budget** including lei for speakers, refreshments, program supplies, small programs, small equipment, etc. (under \$50 ea.).

Funds for items like equipment or major programs should be requested through our quarterly grants program. If there is any question regarding expenditures, please don't hesitate to call our office at 536-4174 or email [admin@friendsofthelibraryofhawaii.org](mailto:admin@friendsofthelibraryofhawaii.org).

### Reporting:

Please keep a log of all expenses with receipts to turn in to FLH once the funds are expended or at the end of the fiscal year. FLH follows the same fiscal year, July 1 – June 30 as the State. Therefore expense reports and receipts are due by July 31.\*

Upon receipt of the expense report, new discretionary funds will be issued. No discretionary funds will be issued retroactively.

### Timeline:

Disbursement: Aug. – Sept.\*\*

Reporting due: July\*

## 2. Schindler Grant Guidelines

### General Information:

Mr. Mark and Mrs. Jo Ann Schindler (former State Librarian) have generously given an unrestricted annual grant to FLH. The funds are donated to FLH in December for the calendar year and then evenly distributed to the branches/sections.

### Use:

These funds are unrestricted and are intended for library materials, programs, and/or similar discretionary purposes following the discretionary funds use guidelines above.

### Reporting:

Please keep a log of all expenses with receipts to be submitted to FLH once the funds are expended or at the end of the calendar year, Dec. 31.\*

### Timeline:

Disbursement: December\*\*

Reporting due: December\*

\* If funds have not been spent in the 1-year time period, please contact FLH for further instruction.

\*\* Checks are to be cashed upon receipt. Please contact FLH if there is a reason you cannot cash the check in a timely manner.