

WEST HURLEY PUBLIC LIBRARY

FINANCE COMMITTEE PROCEDURES - EXCERPT

Claims Audit Process

1. To disburse funds, vouchers must be attached to invoices and approved by the Board (required by the Library Charter). This approval may take the form of a warrant list, normally approved at the Board meeting. The warrant list is produced by the library director. The associated checks are printed by the accountant/bookkeeper, and the checks are signed by the treasurer.
2. For recurring bills, such as utility bills, the Board may, on a yearly basis, approve one voucher and with an accompanying resolution, agree to pay these bills for the remainder of the year. These claims for pre-payments will be reviewed and approved at the end of the year.
3. In the event that the Board does not meet or a time sensitive bill comes due, the library director will send a note to the Board members asking that they come to the library to approve and sign the warrant list. The warrant list will be approved when a simple majority of the full board signs the list.
4. Once a month, a member of the Finance Committee will review the detailed financial report.
5. At year end, a copy of the financial records will be saved on secure media and filed with the annual reports.