

CLAIMS AUDIT PROCESS

The purpose of this policy is to set forth the policies and processes associated with the audit of claims, also known as vouchers.

- To disburse funds, vouchers must be attached to invoices and approved by the Board. The President will sign each voucher. Each voucher will be listed on the warrant list. A copy of the list is given to the Board Secretary to check against the bills being read aloud by the Director. A second copy of the warrant list is filed with the agenda and minutes. The vouchers and warrant list are produced by the Principal Clerk. After Library Board approval, the associated checks are printed by the Town Finance Director and signed by the Town Supervisor.
- In the event that the Board does not meet or a time sensitive bill comes due, the library director will request that a Board Member sign the voucher. The bill will be entered on the following month's Warrant List and approved by the Board.