

William B Ogden Free Library
CLAIMS AUDIT PROCESS POLICY

The Constitution of the William B Ogden Free Library states that the Finance Officer shall oversee the regular audit of claims, payment of bills.

Payments will be prepared and approved by the Director. The claims will then be reviewed and approved for payment by the Finance Officer. The Business Manager is then authorized to process the payments.

For recurring bills, such as utility bills, the Board may, on a yearly basis, approve a resolution agreeing to pay these bills for the remainder of the year.

All payments will be presented to the whole board at the next regular meeting allowing a review and any questioning of the payment of bills. The Board shall approve the payment of the bills following this review, subject to any editing of the list.

Adopted: May 24, 2022