



9 Church Street
Bloomfield, NY 14469
585-657-6264
www.bloomfieldpubliclibrary.org

BILL PAY POLICY

Adopted: December 12, 2022

The Bloomfield Public Library strives to pay all bills in a timely manner. To this end, the Board of Trustees will appoint a Claims Auditor (a member of the Board) annually at their organizational meeting. The Claims Auditor will be responsible for reviewing and authorizing all bills on the Board's behalf per the Claims Auditor Policy.

The Library Clerk assigned with the bill preparation duties will collect all invoices and packing slips and match them up appropriately. Invoices will be verified to order confirmations and packing lists will be checked and signed when items are received (only staff not involved in ordering or preparing the voucher packets can verify and sign off on packing lists). Prior to each monthly Board meeting, this Clerk will prepare a voucher for each bill packet and submit the collected voucher packets to the Library Director who will verify the contents and sign.

The Library Director or Treasurer will enter the bills into QuickBooks. The Treasurer will print the checks. The printed checks will be attached to the voucher packets. The packets will then be reviewed and signed by the Claims Auditor.

All voucher packets will be available at the next meeting of the Board of Trustees for review, approval and Board signatures.

Once the bills are approved, the Treasurer will sign all the checks. In the Treasurer's absence, the Finance Officer of the Board of Trustees will sign checks. In emergency situations, the Library Director will sign checks. Checks for \$5,000 and over will require signatures from BOTH the Treasurer and the Finance Officer.

Once signed, paid and posted in QuickBooks the bills will be filed by vendor and the summary sheets will be placed in the annual finances binder maintained in the Library Director's office.

When a payment is due before the next Board meeting and waiting will cause the library to incur a financial penalty or the voucher is for a legally acceptable pre-pay purpose, the voucher packet will be prepared as described above, the Library Director will verify and print the check. The Treasurer will sign the check. The voucher packet and check stub will be available at the next board meeting.