

TOWN OF GAINESVILLE PUBLIC LIBRARY, SILVER SPRINGS, NEW YORK

FINANCIAL CLAIMS AUDIT PROCESS

STATEMENT OF PURPOSE

The Town of Gainesville Public Library will process claims once a month. The Library Director will prepare claims to be processed for the monthly meeting of the Board of Trustees.

The Board of Trustees will review the claims at the monthly meeting for full board approval. They are then presented to the Town Supervisor for delivery to the Baldwin Business Service for payment.

The Baldwin Business prepares:

- The checks for payment,
- An accounting showing debits to the checking account,
- Returns the vouchers and checks to the Supervisor,

The Supervisor signs the checks issued and sends to claimants, returning vouchers with a listing of names and check amounts to the Library Director.

Adopted by Board of Trustees: 11-28-22