



## **Claims Audit Process**

In order to improve accuracy and prevent fraud, the Roeliff Jansen Community Library (the "Library") has established the following Policy for the processing and payment of invoices. Key to this Policy is the segregation of duties.

All invoices must be approved by the Library Director, the Chair of a Committee of the Board of Trustees ("the "Board"), or another individual that has been delegated by the Board, a Committee of the Board, or the Library Director to be in charge of the project to which the invoice relates. Approval of an invoice may be indicated by initialing the invoice or via email if the invoice is submitted electronically.

The Library's Bookkeeper writes the checks and records information in QuickBooks.

The Treasurer reviews all bills and signs checks of less than \$2,500.

All checks of \$2,500 or more must be signed by the Library's President or Vice President.

Before each Board meeting, members of the Board shall be provided a Warrant Report for their review. The Warrant Report lists all bills that were approved and paid during the previous calendar month. At the meeting, the Board will vote to approve the Warrant Report.

### **Adoption and Review of This Policy**

The Finance Committee of the Board shall periodically, but no less often than every five years, review this Policy and propose to the Board for adoption any revisions that the Committee determines to be necessary or appropriate.

This Policy was last reviewed and approved by the Board on December 21, 2021.