



## **Payment of Bills Policy**

Adopted: 10/20/2016

Last Revised: 11/15/18

Reviewed: 10/8/2020

The fiscal year of the Walworth-Seely Public Library shall run from January 1 through and including December 31.

Bills incurred during each month by the Library shall be collected and verified by the bookkeeper and presented to the Library Director for payment per the procurement policy.

The vouchers and a reconciliation of the bank accounts will be reviewed and approved by the Board Finance Officer at the monthly finance meeting. The vouchers and the warrant of all payments made will be reviewed and approved by board motion as is appropriate.

A monthly budget summary will be provided to the board at the regularly scheduled board meeting.

Payroll and employment tax bills will be on automatic payment through the approved designated payroll company from the checking account. A report of any such payments will be reviewed by the director, recorded by the bookkeeper and approved by the Finance Officer at the monthly finance meeting. A report will be made to the Board of Trustees at the next regularly scheduled Board meeting.