

The Gloversville Public Library maintains control over the payment of claims with specific requirements for check inventory, payment approval, separation of duties, and bank reconciliation procedures. All payments are reviewed by the Claims Auditor prior to the authorization by the Board of Trustees. Claims are made through a controlled system of purchase orders and receipts.

The Treasurer prepares the claims, the Claims Auditor reviews the claims and then recommends their payment to the Board of Trustees. The Board of Trustees approves the claims on the warrant list at their monthly board meetings. The Treasurer prepares the checks. All checks require two (2) signatories as per the *Budget Development Policy*.

The payroll account and the general account are separate checking accounts.

Authorized signatories are appointed at the annual organizational meeting.

Adopted December 20, 2016
Reviewed February 18, 2020
Revised October 19, 2021
Reviewed September 17, 2025