

**DRAFT**

Edith B. Ford Memorial Library

SPECIAL BOARD MEETING

March 5, 2018

11 am – 1 pm

PURPOSE: To discuss and establish policies and procedures for the organization of the finances at the Ford Library including the Treasurer's role, bookkeeping procedures, and internal audits of the warrants/vouchers.

**AGENDA**

1. The role of the Treasurer of the Board of Directors.
  - a. Responsibilities
  - b. Duties including: oversight of payment of bills/claims and investments,
2. The roles and procedures of library staff in paying warrants/claims/vouchers.
  - a. The flow of income from receipt to deposit
  - b. The flow of a bill or claim through arrival to payment
  - c. Duties of each staff assigned to receipts and payments
  - d. Oversight of these procedures
3. Long term plans for an outside bookkeeper.

**NOTES**

Please bring a brown bag lunch. We will have a working lunch.

Please review these materials before the meeting and come prepared to make decisions on how the suggested policies and procedures can be incorporated into our financial policies and procedures at our library.

- [\*The Public Library Treasurer: Their Role and Legal Responsibilities\* \[also in PDF !\[\]\(564903337f30b845a5f6979939a95fe6\_img.jpg\) 126k\]](#)
- <http://osc.state.ny.us/localgov/pubs/lmg/practiceinternalcontrols.pdf>
- **Ford Investment Policy**  
<https://drive.google.com/open?id=1tL5g61uczdNI6IHNLgZNIgqwgALUnv>
- <http://www.nysl.nysed.gov/libdev/trustees/handbook/handbook.pdf> Section Budget and Finance, p. 49
- **Shannon will forward drafts of Flow Charts for:**
  - **When money arrives**
  - **Invoices and payment**