

Audit and Control of Funds

It is the responsibility of the Board of Trustees to:

1. Receive and review a monthly financial statement of operating expenses prepared by the library director showing receipts, expenditures, and a comparison with the budget.
2. Receive and review a monthly financial statement of all accounts prepared by the Treasurer.
3. Approve a warrant of expenditures for the previous month.
4. Authorize the issuance of checks signed by the Treasurer or, in the absence of the Treasurer, any other officer. Any check or withdrawal over \$5,000 requires two signatures. The monthly health insurance premium will be exempt from two signatures. Officers will be removed and/or added to the check signing list promptly after the election of officers at the Annual Meeting in August.
5. Authorize an annual external audit by an independent certified public accountant.

Adopted by the Board of Trustees July 25, 2007; Reviewed by the Board of Trustees November 19, 2008; Revised by the Board of Trustees April 27, 2011 and June 26, 2013. Reviewed by the Board of Trustees September 24, 2025