



## Palmyra Community Library Claims Auditor Policy

The Palmyra Community Library Board of Trustees will act as claims auditor collectively as standard practice.

Invoices/vouchers/petty cash report/employee reimbursement reports/etc. will be e-mailed to all 7 Trustees no later than 3 days prior to the regular monthly board meeting.

It is the responsibility of each Trustee to review the provided documents for accuracy and report any discrepancies or questions to the Treasurer and/or Director before the regular monthly board meeting. Each Trustee should be ready to initial the abstract at the regular monthly meeting as a sign of approval.

All of the above listed invoices/vouchers/reports/etc., with all supporting documents will be made available for review by any or all Trustees at the regular monthly board meetings.

*Adopted:* February 17, 2022