

Argyle Free Library: Accounts Payable Policy

POLICY STATEMENT

Policy

The purpose of Accounts Payable is to ensure that all Argyle Free Library funds are disbursed and recorded in accordance with generally accepted accounting principles. Accounts Payable is responsible for auditing and processing all invoices for payment.

Procedure

1. Finance Review

All supporting documentation including, but not limited to invoices, vouchers, contractual agreements, and receiving reports will be reviewed by the Library director, or his/her designee. Expenses will be reviewed by the Treasurer to assure they are being charged to the proper accounting budget category.

2. Library Director/Trustee Responsibility

It is the duty of each individual to ensure that all steps in the “purchasing thru payment process” are followed in a prompt manner with proper authorization for transactions and all supporting documentation for payment prior to the submission to the Treasurer. If proper documentation is not included with the request for payment, the Treasurer will not process payment until proper documentation is received.

3. Advance Payments to Vendors

Generally, goods and services provided to Argyle Free Library are generally paid after receipt of such goods and services. However, we will provide advance payment and services to known and reputable vendors. These include:

- Books, periodicals
- Maintenance service contracts
- Vendors who offer and demonstrate payment discounts
- Membership dues
- Seminar/conference registrations
- Utilities

In those cases where advance payments are made they should not exceed the approved annual budget amounts for the corresponding goods/services, unless approved by the Board of Trustees at a formal meeting.

4. Vendor/Contractors

Independent Contractors must have the following forwarded to the Treasurer prior to the issuing of payment:

- Copy of contract, or quote acceptance
- Certificate of Insurance, if applicable

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5. **Payment Processing**

The payment process involves the following:

- Proper supporting documentation: proper invoice, or obligating document (contract) or any other relevant supporting document i.e., accepted quote.
- Accuracy of payment: Authorized expenditure, goods or services received, delivery of goods or service in accordance with terms and agreement, authorized approval for payment, payment in accordance with terms of agreement, payment amount is the same as on the requested obligation.

6. **List of Bills**

The Treasurer will produce a List of Bills the day of the scheduled Board of Trustees meeting. The List will contain all of the payments that are due by two (2) days before the Board of Trustees Meeting, or the invoice has a due date that if not added to the List of Bills would be late and possibly incur finance charges or penalties.

7. **Board Approval**

The List of Bills will be presented at each Argyle Free Library Board of Trustees meeting for approval. The Argyle Free Library board has the authority to remove any invoice from the List of Bills from being paid.

8. **Distribution of Accounts Payable Checks**

Once the List of Bills has been approved by the Argyle Free library Board of Trustees, the Treasurer will issue the approved checks.

9. **Records**

All records shall be kept by the Treasurer in compliance with the Argyle Free Library Retention Policy.