

Financial Separation of Duties

In accordance with the separation of duties and good financial procedure, the responsibility for handling library funds will be separated among at least two employees and the Board Treasurer.

If any of these people discovers an irregularity or unexplained transaction, s/he will first discuss it with the Director or Board treasurer. If it is not satisfactorily resolved, the Board President must be contacted. There will be no repercussions to the Library employee for taking a financial concern to the Board President, regardless of the outcome.

All checks will be signed, after being fully completed, by two of the following three people:

Director

Board Treasurer

Designated Board Member