

Audit Preparation Committee meeting

Called to order at 7:00 pm on Monday, September 22, 2014

Members in attendance: Michelle Rounds; Kevin Rounds; Ross Whitford; and Cathy Warner. Absent: Gloria Hart

- I. Agenda
 - a. Secretary picked for committee; Cathy Warner
 - b. Looked over everyone's prioritizations
 - c. Official list of Policies things to do
 - i. Cash handling
 - ii. Fines
 - iii. Personnel Leave
 - iv. Disaster plan
 - v. Job Descriptions of board members & update by-laws
 - vi. Financial Retention and Destruction
 - vii. Update policy manual
 - d. Use the Ohio county library Handbook for reference
- II. Cash Handling
 - a. Voucher System as our payment system; Procedure draft below (to finish next week)
 - b. Committee created a voucher for the board to approve
 - c. Procedure for Bill Paying
 - 1-Library Manager will prepare the vouchers for the 3rd Thursday of each month.
 - a. Regular scheduled meetings, Library Manager will bring the vouchers to the meeting for the board perusal and approval.
 - b. Non meeting months, Library Manager will leave vouchers in an envelope at the circulation desk with a signature page for trustees. Each trustee must sign off on the bills on this paper. Trustees will have from Thursday at 4pm until Tuesday at 8pm to peruse and approve the vouchers.
 - i. Before Library Manager can pay the bills, there must be at least 4 trustees signatures. If not, the Library Manager will contact the president of the Board of Trustees to set up a special meeting.
 - ii. If there are any questions about a voucher(s), trustees must contact the Library Manager before Tuesday at 8pm. If a trustee is unsatisfied with the response from the Library Manager, the trustee must contact the Board President by Tuesday at 8pm.
 - 2- Any bills not approved will come before the board at the next regular scheduled meeting. Discussion, decision of payment and/or disciplinary action will be decided upon then.
 - 3-Pre-authorization of certain payments (tabled until next meeting)
 - d. Budget codes being assigned
- III. Committee meeting on Sept. 29 at 7:00pm
- IV. Special Board Meeting Oct. 2 at 6:30pm to approve what the committee has done thus far
- V. Meeting closed at 8:30pm