



OWWL LIBRARY SYSTEM

TREASURER'S RESPONSIBILITIES POLICY

The Treasurer is an elected officer of the Board of Trustees. The Treasurer shall have charge of funds of the System. The Treasurer shall be authorized to sign checks in payment of obligations of the System as approved by the Board of Trustees. The Treasurer shall make monthly reports to the Board and such other reports as may be required from time to time.

TREASURER'S FINANCIAL OVERSIGHT RESPONSIBILITIES:

Disbursements:

- Maintains log denoting that the general checking account check numbers are sequential.
- Reviews warrant report with approved voucher/invoice packets, verifying Claims Auditor and Executive Director approval.
- Signs and dates warrant report.
- Co-signs any checks over \$5,000. Signs any checks written to Executive Director.

Payroll:

- Approves Executive Director's timesheet.
- Maintains log denoting that the payroll check numbers are sequential.
- Approves Payroll Journals with initials and date checking for consistency and proper amounts as reflected on current Salary Schedule approved by the board.
- Verifies rate/salary changes comply with board approvals.
- Verifies all direct deposit and live checks are for valid employees and purposes.

Banking:

- Reviews monthly check reconciliations.

Committees:

- Chairs Finance Committee.
- Presents budget proposals and amendments to Board.
- Presents financial reports to Board.

*Amended: April 13, 2022
Reviewed: September 9, 2020
Adopted: September 9, 2015*