

SOUTHERN ADIRONDACK LIBRARY SYSTEM

22 WHITNEY PLACE • SARATOGA SPRINGS NY 12866-4596

(518) 584-7300 FAX (518) 587-5589

Cash Disbursement Procedures:

1. The Finance & Administration Manager prepares the purchase order, assigns the GL account number, and submits it to the Director (or Assistant Director when Director is unavailable) for approval.
2. The order is placed with the vendor by email, phone, fax, or online.
3. When merchandise arrives at the reception desk, the merchandise and/or packing slip (if included) is picked up by or brought to the Finance & Administration Manager who reviews and compares the merchandise and/or packing slip to the purchase order.
4. When the invoice arrives, the Finance & Administration Manager compares it to the packing slip and purchase order.
5. When the invoice is due for payment the Finance & Administration Manager creates the invoice in the accounting program (QuickBooks) and prepares a warrant that lists the voucher number, vendor name, account to be charged, check amount, and check number.
6. The warrant and invoices are submitted to the Director (or Assistant Director) for approval. The approved warrant and invoices are returned to the Finance & Administration Manager.
7. The Finance & Administration Manager print the checks.
8. The SALS Treasurer reviews the approved warrants and invoices, signs the checks, and returns them to the Finance & Administration Manager to be mailed.
9. If the Treasurer is not available to review and sign checks, the Board President, Vice-President or Secretary are authorized to sign checks.
10. At the end of the month, the Finance & Administration Manager prepares the monthly bank reconciliations for Treasurer approval. Summary and Detail reconciliation reports from the accounting program (QuickBooks) are attached to bank statements.
11. The Finance & Administration Manager prepares the *Monthly Budget Report* and *Treasurer's Report* showing the itemized disbursements during the month by category and fund. These reports are sent to the Treasurer.
12. The Treasurer reviews and approves these reports and includes in their monthly report for the SALS Board.
13. The Finance & Administration Manager and Treasurer have online bank access with different user accounts. The Finance & Administration Manager can view transactions, print statements, and stop payment only. Treasurer can transfer funds.
14. SALS Director, Consultants, and Finance & Administration Manager have credit cards. Staff credit cards, except the Director's, are held in the Finance & Administration Manager office and provided to staff on an as needed basis.