

FAIRPORT PUBLIC LIBRARY
Claims Audit Policy and Procedure

The Fairport Central School District (FCSD) will process Fairport Public Library (FPL) claims once a month. The Library's administrative clerk will prepare the claims to be processed. Prior to the monthly meeting of the Library Board of Trustees, the board representatives of the Budget Committee will review the claims. The claims are taken to the board meeting for full board approval. The following day they are taken to the claims processor at the School District to be paid.

Accepted by the Budget Committee on 8/6/2015
Adopted by the Board of Trustees on 8/11/2015
Revised by the Budget Committee on 8/16/2016
Adopted by the Board of Trustees on 9/13/2016