800-02 — Claims Audit

Statement of Purpose

To provide oversight, the Fairport Library Board of Trustees shall review the monthly claims packet.

The Fairport Public Library's administrative clerk will prepare the claims to be processed. Prior to the monthly meeting of the Library Board of Trustees, the two trustees of the Finance Committee will review the claims—in the absence of one or both, any other trustee can serve as an alternate. The claims are taken to the board meeting for full board approval. The following business day they are taken to the claims processor at the Fairport Central School District to be paid. The School District's claims auditor will review the Library's claims. The School District will process the Library claims at least once a month.

Adopted: August 11, 2015
Reviewed: July 7, 2017; July 17, 2018; July 16, 2019; July 14, 2020; July 13,2021; July 12, 2022; July 11, 2023; July 9, 2024; July 8, 2025
Revised: September 13, 2016; September 19, 2023