

Mukwonago Community Library
Invoicing and Payment Procedures
July 21, 2016

Recurring charge procedures:

- No changes are necessary to procedures already in place for handling the payment of recurring costs - utilities, insurance, etc. Village staff will continue to pay these expenses on behalf of the Library without requiring pre-approval from the Mukwonago Library Director or Board.
- The Village will provide an itemized monthly list of the above charges, including Village chargebacks, journal entries, etc. for presentation as a matter of report to the Library Director who will share it with the Library Board at the monthly Library Board meeting for approval.

Credit Cards:

- Receipts for credit card purchases by Library staff will be provided to the Library Board in the bill folder at the monthly Library Board meeting. The purchases detailed in the receipts will be presented for approval by the Board as a part of the Library's monthly bill paying process.

Payment of invoices:

- Invoices submitted for payment by the Library must be initialed by the Library Director and the Director shall indicate which account the invoice is to be paid from.
- A list of active invoices to be paid will then be provided to the Board as part of the monthly Board packet.
- Any invoices received after the Board packet is sent out but before the Board meeting is held will be added to a revised list (in bold print to identify the new invoices) which will be distributed at the Library Board meeting.
- After approval by the Board, the invoice list shall be signed by the Library Director, the Library Board Secretary and the Library Board Treasurer. In the case of the unavailability of one of the aforementioned officials, the Board President will sign to permit the payment of the invoices. In the case of the absence of the Board President, the person acting as President will sign the invoice list
- The Library Director or their designee will forward the signed copy of the invoice list and the actual invoices to the Village Financial staff for payment. The Village will provide monthly statements showing the accounting of all expenditures.

Approved: 21 July 2016

This procedure cannot be changed without Library Board approval.

Adopted by the Board of Trustees of the Mukwonago Community Library on the 21st day of July, 2016.

Revision History

21 July 2016: Invoicing and payment procedures revised to reflect updated agreement with the Village and to assure compliance with Wisconsin Statutes.

Approved: 21 July 2016

Page 2 of 2