

1115 | Account Payables

Date Policy Approved: May 26, 2010 by DeSoto Parish Library Board of Control

1. Mail is distributed to the respective department(s) every morning.
2. Public Service Administrator initials and dates all accounts payable. In his absence the Director will initial and date all accounts payable.
3. The initialed and dated Accounts Payable are placed in bookkeeper's in-box for payment.
4. Bookkeeper will create check(s) for accounts payable only when the invoice(s)/statement(s) are initialed and dated by supervisor.
5. Bookkeeper will export from QuickBooks the Unpaid Bills Detail Report which will be placed on top of the accounts payable for the corresponding pay period. This report indicates the total amount charged out to the accounts payable for the current pay period.
6. The report goes directly to the Director for her review and if there are no questions she will sign, date and place the report back on top of the accounts payable for final approval and signature of the Board Treasurer. If there are questions she will investigate and get cleared up prior to approval.
7. Once checks have been created and printed out in QuickBooks, they are given back to the Public Service Administrator so the checks may be recorded into a backup spread sheet complete with dates, check nos., vendor names and amounts. Once the checks are entered into the spreadsheet the PSA will initial and date each check stub and return the checks to bookkeeping. This is a backup account only for quick reference in the event of a questioned invoice or the date a check or deposit was made. It should be noted that this is an unofficial and unreconciled report.
8. At the appropriate time a Board Member with signature approval is contacted and arrangements are made to have the checks signed. Any check(s) totaling \$5,000 or more MUST have the signatures of 2 (two) board members'.
9. Accounts payable are then stuffed in envelope and mailed.
10. The Public Service Administrator reconciles all of the Library Accounts in Quick Books and documents the reconciliation with initials and date.
11. The monthly Bank Statements are placed in a 3 ring binder and housed in the PSA's office as 2010 Financial Reports.