



## Palmyra Community Library Bill Payment Policy

The Palmyra Community Library strives to pay all bills in a timely manner.

### Statement:

Vouchers for payment will be made available to the Board of Trustees at each regular Board meeting in a manner prescribed by the Board of Trustees. The vouchers and the check register will be reviewed by the Board of Trustees at a regularly scheduled meeting. The scheduled payment report will be signed by the Board President and the abstract will be initialed by a minimum of four trustees. Payroll and employment tax bills are automatically deducted from the operating account. The amounts will be disclosed in the Treasurer's monthly report to the Board of Trustees.

### Roles and Responsibilities:

The Treasurer can pre-pay bills that incur a late payment penalty. A report of any such payments will be made to the board of Trustees at the next regularly scheduled Board meeting.

*Adopted:* December 16, 2021

*Amended:* August 18, 2025