

GALWAY PUBLIC LIBRARY POLICIES AND PROCEDURES

01.04 POLICY – AUTHORIZED SIGNERS FOR DISBURSEMENTS

Policy Statement: It is the policy of The Galway Public Library to require certain management and/or Governing Body signatures on checks disbursed.

Policy Interpretation and Implementation:

Individuals authorized to sign checks on behalf of the Library include the President, the CFO and two other Trustees designated by the Board from time to time. Withdrawals from checking and savings accounts will require signatures from any two of the authorized signers.

Transfer of funds between different Library accounts require only one signature as long as two signatures are required to remove funds from control of the Library.

At least two members of the Board must have access to all Library financial accounts and records to insure proper review capability.

I certify our Board of Trustees adopted the above on 15 May 2024

Cate La Barre (PRESIDENT) 5/15/24 DATE