

TOWN OF SOUTH BRISTOL
POLICY FOR THE INTERNAL CONTROL
AUDITING OF MONTHLY VOUCHERS

Town Board will use the following procedure for review and audit of the monthly claims before presentation for Board approval at the Regular Monthly Meeting of the South Bristol Town Board:

1. Invoices are received in the Town Clerk's Office, through the mail, electronically, or personally delivered.
2. Town Clerk obtains approval of the expense, which is evidenced on the invoice with signature of the department head or person who gave rise to the claim.
3. Town Clerk, department head, or bookkeeper to the supervisor indicates general ledger account that should be charged for the expense on the invoice. They also check to see that each invoice is properly itemized, mathematically accurate, and contains sufficient detail to ensure that the Board members auditing the claim can determine whether the proposed payment is proper and just.
4. Town Clerk produces an Abstract of Vouchers for approval at the Town Board meeting.
5. Town Clerk keeps an updated file of claims to be audited before the meeting, which the Town Board members can access.
6. All claims to be submitted for approval by Board vote at their Regular Meeting shall be processed and in the file of claims by the end of the day on the Thursday before the Regular Meeting.
7. In addition to the Supervisor, a subcommittee of 2 Town Councilmen will audit the vouchers on behalf of the full board. The Supervisor will establish a subcommittee membership rotation schedule.
8. Each sub-committee member will initial each invoice after review is complete.
9. All claims shall be audited by board members by 12 p.m. on the day of the Town Board meeting.
10. The Town Clerk produces a final Abstract of Vouchers the day of the Town Board meeting, after audit of claims is completed.
11. After Town Board votes to approve payment of the claims, the Town Clerk signs the Abstract of Vouchers and the Bookkeeper cuts checks.
12. Supervisor signs checks and delivers checks to the Town Clerk. Town Clerk double checks for accuracy against the abstract before mailing.
13. Bookkeeper delivers a copy of the bank transfer that covers the General & Highway Fund Abstracts to Town Clerk to be attached to abstract.
14. Invoices are then filed by voucher number by the Town Clerk with the most recent payment in front of the file.