



New Warrant Procedure 9/21/23

All invoices must be signed and dated before payment

- Village Agent codes invoices - if not available, President, Treasurer or Office Manager may fill in
- Office Manager prepares warrant and divides the dollar amounts of the split, using the spreadsheet on Office Manager's computer
- The appropriate "Warrant Cover Sheet" on the Office Manager's computer desktop needs to be updated
- Warrants, Warrant cover sheet, and all invoices are emailed to Wilke & Assoc. (Lisa Peri), to be entered into QuickBooks. Lisa will be entering invoices/payments into QBs as well as the reimbursement transfers as Journal entries to keep classes and properties equal and matching.
- Warrants, warrant cover sheets and all invoices are emailed to Overseers for review in advance of Overseers meeting
- Overseers sign warrants and review invoices at Overseers meeting
- Office manager prints all applicable checks
- President signs checks
- Checks are mailed to vendors
- Office Manager transfers funds from one bank account to another as specified on the appropriate warrant cover sheet that was signed by Overseers
- Receipt is printed from bank for online transfers and filed with the warrants
- Email is sent from Office Manager to President, Treasurer, and Finance Committee Chair specifying the transfers that were done with online banking, including the exact amounts and from which bank account to which bank account

This serves as procedures process and assuring separation of duties