

# TOWN OF TREMONT, MAINE

## Policy Regarding Check Disbursement Prior To Expenditure Warrant Approval

### **I. Purpose**

The purpose of this policy is to allow for prompt payments of the obligations of the Town of Tremont by the Town Treasurer, and to allow for timely payment of bills submitted to the town.

### **II. Scope**

This policy is approved by the Board of Selectmen and applies to the Town Treasurer. It empowers the Treasurer to distribute certain funds prior to expenditure warrant approval. It is the policy of the Town of Tremont that all expenditures of town funds receive written approval of the Board of Selectmen pursuant to MRSA 30-A § 5603. The Treasurer shall prepare a written warrant for signature to be presented at the regular Selectmen's meeting.

### **III. Permitted Disbursements Prior to Warrant Approval**

The following expenditures may be made by the Treasurer of Tremont with the signature of at least one member of the Board of Selectmen, prior to final signature on the Expenditure Warrant by the Board of Selectmen:

- A. Town Employee Payroll paid on a weekly schedule on Fridays.
- B. Payroll Taxes and deductions.
- C. Payment of state funds collected by the agent for the Bureau of Motor Vehicles, the Department of Inland Fisheries and Wildlife and the State Animal Welfare Department. Such funds are not considered municipal funds, though they are co-mingled with the town's checking account. The tax collector and treasurer shall verify with each other that the proper balance is being paid.

#### **IV. Prohibited Early Disbursements**

The following types of expenditures must await final approval via the signed expenditure warrant process:

- A. Regular contractual payments for services (Unless by specific prior vote of the Board of Selectmen).
- B. Major purchases made by the town that require cash payment before delivery.
- C. Payments not due prior to the next scheduled expenditure warrant.
- D. Items requiring final Selectman approval for payment.
- E. Any other item not covered in section III above.

#### **V. Deadline for bill submission**

To be considered for payment on the next expenditure warrant, bills for payment must be received by the Treasurer of Tremont at least two days prior to the scheduled meeting of the Board of Selectmen at which an expenditure warrant signing is scheduled. The treasurer may, at his discretion, present vouchers for payment after the deadline when time permits, or doing so is in the best interest of the town.

#### **VI. Warrant Signatures Outside of Regular Meetings**

The Treasurer of Tremont may seek individual approval by the Selectmen on an expenditure warrant when meeting schedules do not coincide with the normal two-week expenditure cycle. Selectmen shall review the proposed warrant before signing. The treasurer shall note the warrant number and total amount of expenditure at the next regular Selectmen's meeting. The treasurer shall not disburse funds until a majority of the Selectmen sign the expenditure warrant.

Approved this 2nd day of July, 2007

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Scott Grierson Chr.

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Heath Higgins

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Katharine Thurston

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Chris Eaton

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Lester Closson