

## Disbursement Warrant Ordinance

### Section 1. Purpose.

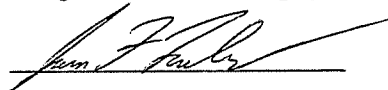
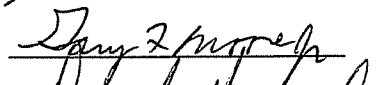
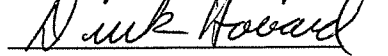
The purpose of this ordinance is to provide an alternative to the statutory procedure for approval of warrants authorizing the treasurer to disburse money.

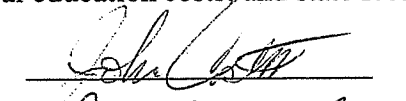

### Section 2. Authority.

This ordinance is enacted pursuant to 30-A M.R.S.A. § § 3001 (municipal home rule) and 5603(2) (A).

### Section 3. Procedure for Approval.

The treasurer may disburse money only on the authority of a warrant drawn for the purpose, either (a) affirmatively voted and signed by a majority of the municipal officers at a duly called public meeting, (b) seen and signed by a majority of them acting individually and separately, or (c) signed as otherwise provided by law for the disbursement of employees' wages and benefits; payment of municipal education costs; and state fees.

  
  
March 8, 2010

**TOWN OF BAILEYVILLE**

**POLICY ON TREASURER'S DISBURSEMENT WARRANTS FOR EMPLOYEE WAGES AND BENEFITS**

Purpose: This policy allows designated municipal officers (councilors), acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's disbursement warrants, for wages and benefits only.

Policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for wages and benefits.

Delegation of authority: Pursuant to 30-A, M.R.S.A., Section 5603(2)(A)(1), the following authority is granted with respect to treasurer's disbursement warrants for municipal employee wages and benefits only:

Current municipal officers: The municipal officers in office at the time of execution of this policy are: Dorothy Johnson, Derek Howard, Gary Moore Jr., Jack Costello and Jason Fowler.

Any one of the municipal officers named above, acting alone, may review, approve, and sign such warrants.

Effective date: This policy becomes effective on the date indicated below.

Copies: The Chair of the municipal officers will furnish copies of this policy to the municipal clerk and to the municipal treasurer. If the clerk and the treasurer are the same person, a copy shall nonetheless be provided to that person in each capacity.

Lapse: This policy lapses one year after its effective date, if not sooner amended or canceled.


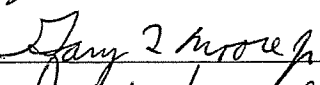


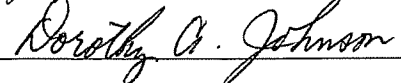
Renewal: This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

Reminder: As an appointed official, the treasurer shall remind the municipal officers to consider renewing this policy annually before it lapses.

Original: The Town Clerk will maintain the original of this policy on file.

Dated: March 8, 2010.

MUNICIPAL OFFICERS:

  
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**TOWN OF BAILEYVILLE**

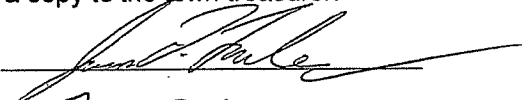
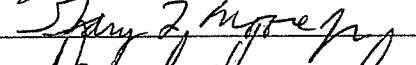
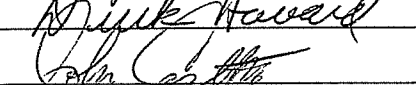
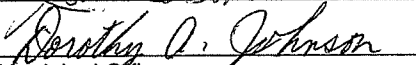
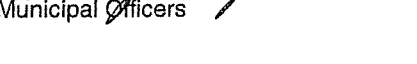
**MUNICIPAL OFFICERS POLICY ON DISBURSEMENT OF MUNICIPAL EDUCATION COSTS**

Pursuant to 20-A M.R.S.A. Section 15006(1) and 30-A M.R.S.A. Section 5603(2)(A), the town treasurer is hereby authorized to disburse funds to pay municipal education costs when the treasurer has been presented with a disbursement warrant signed by the school superintendent and approved by a majority of the school board, or by all of the members of any finance committee appointed or duly elected by the school board.

Before disbursing any funds on such a warrant, however, the town treasurer shall satisfy himself or herself that the warrant is indeed signed by at least a majority of the school board or by all of the members of any finance committee appointed or elected by the school board. The treasurer may accept as such satisfaction a written and signed certification of the pertinent fact from the school superintendent, or, if the warrant itself indicates the fact (as, for example, by bearing the statement "being at least a majority of the school board" or "being all of the members of the school board's finance committee" beneath the signatures appearing on the warrant), then the Treasurer may rely on the representation of the warrant without further inquiry. The Treasurer shall not, however, pay any item on a warrant if payment of that item would result in an overdraft, and shall report his refusal to honor the item in writing to the superintendent and to the municipal officers promptly.

The town manager shall file a copy of this policy with the town clerk and provide a copy to the town treasurer, and shall ensure that this policy is brought to the attention of the municipal officers annually for consideration of renewal. The town clerk shall, after approval by the municipal officers of any meeting in which they have voted a renewal of this policy, attest to such renewal by endorsing the policy below, and shall then file a copy of that policy bearing that renewal endorsement in the clerk's files and shall deliver a copy to the town treasurer.

Adopted: March 8, 2010

  
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Municipal Officers

Certified renewed:

Date

Clerk's initial

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TOWN OF BAILEYVILLE

POLICY ON TREASURER'S DISBURSEMENT WARRANTS FOR STATE FEES

**Purpose:** This policy allows designated municipal officers (councilors), acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's disbursement warrants for payment of state fees only.

**This policy is additional to, not in lieu of, majority power.** Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for payment of state fees.

**Delegation of authority.** Pursuant to 30-A MRSA § 5603(2)(A)(3), the following authority is granted with respect to treasurer's disbursement warrants **for payment of state fees only:**

**Current municipal officers.** The municipal officers in office at the time of execution of this policy are: Dorothy Johnson, Derek Howard, Gary Moore Jr., Jack Costello and Jason Fowler.

Any one of the municipal officers named above, acting alone, may review, approve, and sign such warrants.

**Effective date.** This policy becomes effective on the date indicated below.

**Copies.** The Chair of the municipal officers will furnish copies of this policy to the municipal clerk and to the municipal treasurer. If the clerk and the treasurer are the same person, a copy shall nonetheless be provided to that person in each capacity.

**Lapse.** This policy lapses one year after its effective date, if not sooner amended or cancelled.

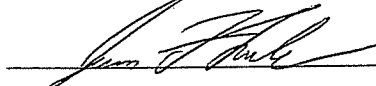
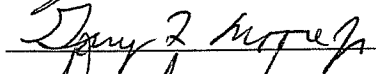

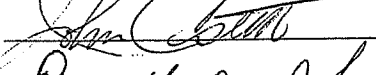
**Renewal.** This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

**Reminder.** As the municipal treasurer is an appointed official, the treasurer shall remind the municipal officers to consider renewing this policy annually before it lapses.

**Original.** The Town clerk will maintain the original of this policy on file.

Dated: March 8, 2010

MUNICIPAL OFFICERS:

  
  
  
  
Dorothy A. Johnson