

# **Check Disbursement Policy**

## **Tremont Board Of Selectmen**

### **I. Purpose**

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

### **II. Scope**

This policy is approved by the Selectboard 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 Selectboard pursuant to MRSA 30-A § 5603. The Treasurer shall prepare a written warrant for signature to be presented at the regular Selectboard 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 Selectboard, prior to final signature on the Expenditure Warrant by the Selectboard:

- 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**

All other expenditures must await final approval via the signed Expenditure Warrant process unless previously approved by a specific vote of the Selectboard.

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

To be considered for payment on the next Expenditure Warrant, bills must be received by the Treasurer at least two days prior to the scheduled meeting of the Selectboard at which an expenditure warrant signing is scheduled. The Treasurer may, at his/her discretion, present vouchers for payment after the deadline when time permits, or doing so would be in the best interest of the Town.

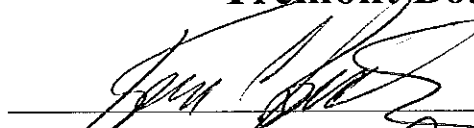

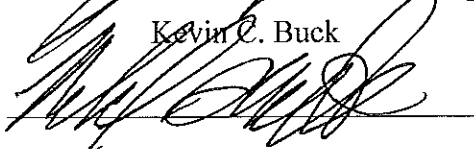
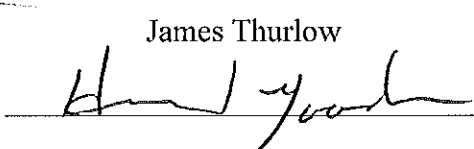

### **VI. Warrant Signatures outside Regular Meeting**

The Treasurer may seek individual approval of an Expenditure Warrant by Selectmen 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 the total amount of expenditure at the next regular Selectboard meeting and the Board shall vote to approve the warrant. The Treasurer shall not disburse funds until a majority of the Selectmen sign the expenditure warrant.

*Adopted by the Selectboard on May 20, 2019.*

**Tremont Board of Selectmen**

 _____ Kevin C. Buck	 _____ James Thurlow
 _____ Michael Mansolilli	 _____ Howard Goodwin
 _____ McKenzie Jewett	