

**Town of Wascott
Douglas County, Wisconsin
Resolution 2009-04**

Approve Town Financial Policies

WHEREAS, as the governing body of the Town of Wascott, the town board is responsible for setting fiscal and management policies, for making financial decisions, and for setting guidelines that govern the financial practices and procedures that the clerk, treasurer, and town officials and employees follow.

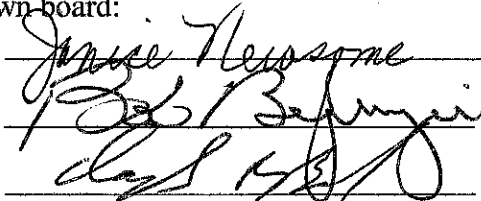
NOW, THEREFORE, BE IT RESOLVED that the Town Board of Wascott hereby adopts the financial policies attached hereto and made a part hereof.

BE IT FURTHER RESOLVED that any policies or practices in effect prior to the date of adoption of this resolution and in conflict herewith are declared void.

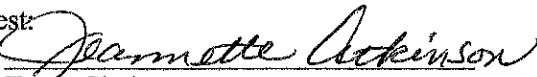
BE IT FURTHER RESOLVED that any provision in these policies determined to be inconsistent with law shall be without effect, but the remaining provisions of these policies shall continue in effect.

Adopted this 5th day of May, 2009.

Town board:



Attest:


Town Clerk

Vote required: majority vote.

Fiscal note: Not applicable.

SPENDING AUTHORITY

Town financial policies provide, in part: [Res. 2009-04]

The clerk-treasurer shall receive, examine and approve in writing each bill or voucher as a proper charge against the treasury, after having determined that:

(1) Funds are *available and appropriated* for the purpose for which the order is drawn.

(2) The item or service covered by the claim *has been duly authorized by the proper public official*.

(3) The item or service covered by the claim has been supplied or rendered in conformity with the authorization under (2).

(4) The claim appears to be a valid claim against the town. The clerk-treasurer may require the submission of proof to support the claim as deemed necessary.

(b) The town board authorizes the town chairperson and clerk-treasurer to pay claims pursuant to subsection (b) for the following claims: payroll claims, routine monthly expenditures, and other claims *preauthorized* by the town board. Claims for business expense reimbursement and non-routine claims shall be subject to approval of the town board prior to payment.

NO ONE HAS ANY INHERENT AUTHORITY TO SPEND TOWN MONEY OR SIGN CONTRACTS WITHOUT PRIOR TOWN BOARD APPROVAL.

It is recommended that the town board delegate spending authority to designated town officials for minor expenditures, subject to rules of the town board.

Adopted rules:

- Funds must be available and appropriated for the purpose of the expenditure.
- An authorized official may incur expenses up to a designated dollar amount, subject to remaining funds available in the budget. Payment of the claim is subject to approval of the town board.
- The spending limit for an authorizing official is as follows, unless a greater amount is pre-authorized by the town board:

Recurring operating expenses (such as, but not limited to, office supplies, cleaning supplies, other parts and supplies)	\$500
Fixed assets (small items of equipment)	\$500
Equipment repairs and preventive maintenance to existing assets	\$1,500
Emergency repairs of public safety and highway equipment	\$5,000

- Any expenditure that requires the signing of a contract shall be subject to authorization of the town board.

Routine expenses: Electric, telephone, postmaster, gas and oil for vehicles, payroll, payroll liabilities.

Adopted Budget -- Department/Activity	Account	Authorized Public Official up to \$500, or other amount set by the town board	* Town Board
Town Board	511xx	Town Chair Newsome	X
Town clerk, elections, treasurer	514xx- 515xx	Town Clerk-Treasurer Atkinson	X
Town attorney Audit Assessment	51300 515xx 515xx	Town Chair Newsome	X
General buildings & plant	516xx	Town Supervisor Hanson	X
Insurance premiums	519xx		X
Law enforcement	521xx		X
Fire department	522xx	Fire Chief Tom Michalek **	X
EMS	523xx		X
Highway	533xx- 534xx	Town Supervisor Beglinger	X
Transfer Station	536xx	Town Supervisor Hanson	X
Cemetery	54910	Town Supervisor Hanson	X
Civic appropriations	54980 551xx 553xx 567xx		X
Ball Park	55400	Town Supervisor Hanson	X
Comprehensive planning	569xx	Town Supervisor Bush	X
Capital Outlay	57xxx		X
Debt Service	58xxx		X

* The Town Board has ultimate authority on all budget spending.

** Use of donated fire volunteer funds in separate money market accounts is subject to a majority vote of the fire department membership.