

# CITY OF PRESQUE ISLE

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

**Purpose.** This policy allows designated municipal officers (City 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.

**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 wages and benefits.

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

**Current municipal officers.** The municipal officers in office at the time of execution of this policy are: Michael Chasse, Douglas Cyr, Craig Green, Kevin Freeman, Garry Nelson, Jacob Shaw and Jeffrey Willette. 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 City Clerk and to the municipal Treasurer.

**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.** The Treasurer shall remind the municipal officers to consider renewing this policy annually before it lapses.

**Original.** The original of this policy shall be maintained on file by the City Clerk.

**Adopted: January 4, 2023**

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Michael Chasse

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Douglas Cyr

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Craig Green

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Kevin Freeman

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Garry Nelson

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Jacob Shaw

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Jeffrey Willette

# CITY OF PRESQUE ISLE

## MUNICIPAL OFFICERS' POLICY ON DISBURSEMENT OF MUNICIPAL EDUCATION COSTS

Pursuant to 20-A M.R.S.A. § 1500(1) and 30-A M.R.S.A. § 5603(2)(A)(2), the Municipal 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 municipal 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 City Manager shall file a copy of this policy with the City Clerk and provide a copy to the municipal Treasurer, and shall ensure that this policy is brought to the attention of the municipal officers annually for consideration of renewal. The City 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 the policy bearing that renewal endorsement in the City Clerk's files and shall deliver a copy to the municipal Treasurer.

**Adopted: January 4, 2023**

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Michael Chasse

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Douglas Cyr

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Craig Green

\_\_\_\_\_  
Kevin Freeman

\_\_\_\_\_  
Garry Nelson

\_\_\_\_\_  
Jacob Shaw

\_\_\_\_\_  
Jeffrey Willette

Attest: \_\_\_\_\_  
Kimberly Finnemore, City Clerk