

**MUNICIPALITY OF BROWNFIELD, MAINE
POLICY ON TREASURER'S DISBURSEMENT WARRANTS
FOR EMPLOYEE WAGES AND BENEFITS**

Purpose: This Policy allows designated Municipal Officers (Selectmen), 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 the treasurer's disbursement warrant for municipal employee wages and benefits only.

Current Municipal Officers: The Municipal Officers in office at the time of execution of this Policy are: **William Flynn, Erik Walker and Ricky Emery.**

Any one of the Municipal Officers named above and acting along, may review, approve and sign such warrants.

Effective Date: This Policy becomes effective on the date indicated below.

Copies: A copy of this Policy shall be provided to the Administrative Assistant, Municipal Clerk and Municipal Treasurer. If the Clerk and 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 re-adopted at any time. Any renewal is valid for one year from its effective date unless a sooner date of expiration is specified.

Reminder: If the Municipal Treasurer is an appointed official, the Treasurer shall remind the Municipal Officers to consider renewing this Policy before it lapses. If the Treasurer is an elected official, the Treasurer is requested to provide such an annual reminder.

Original: The Administrative Assistant will maintain the original of this Policy on file unless the Municipal Clerk is an appointed official, in which case the Clerk shall maintain it on file.

Dated: 2-25-2020

MUNICIPAL OFFICERS:




