

WARRANT SIGNING POLICY
TOWN OF CLIFTON

Effective November 19, 2014
Amended **October 21, 2015** (*Standards for Warrant Signage*)
Reviewed and signed May 17, 2017

PREAMBLE

The Town of Clifton hereby adopts the following Warrant Signing Policy for utilization by the Board of Selectmen. These rules and subsequent modifications shall supersede any policy and rules made previously by any Board of Selectmen.

The general purpose of this Warrant Signing Policy is to establish a procedure to pay all financial commitments and accounts in a timely manner.

A copy of this Policy shall be on file at the Town Office.

STANDARDS FOR WARRANT SIGNAGE

A warrant for paying financial obligations of the Town will be drawn and ready to be signed by the Select Board by Wednesday of each week by the Treasurer.

The payroll, school obligation and accounts payable to the State of Maine Motor Vehicle Division and Inland fisheries and Wildlife shall be paid when the warrant is signed by the Chairman of the Select Board or another designated member of the Board of Selectmen. All other obligations shall be paid after a majority of the Board (3) has signed the Warrant.

PROCEDURE

The effectiveness of this Policy is the responsibility of the Board of Selectmen to assure that all Town obligations are met in a timely manner, as entrusted to them by the residents of the municipality. It shall be the responsibility of the Treasurer and each Selectman to abide by the rules and regulations contained in this policy.

AMENDED DATE May 17 2017

Carol Jordan
Carol Jordan, Chair

Nancy Hatch
Nancy Hatch, Vice Chair

Bill Rand
Bill Rand

Josh Lander
Josh Lander

Edward Beauchamp
Edward Beauchamp