

MUNICIPALITY OF BRADLEY
MUNICIPAL OFFICERS' POLICY
ON DISBURSEMENT OF MUNICIPAL EDUCATION COSTS

Pursuant to 20-A MRSA Section 15006(1) and 30-A MRSA Section 5603(2)(a), 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.

Before disbursing any funds on such a warrant, however, the municipal treasurer shall satisfy 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 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), 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 municipal officers promptly.

The chair of the municipal officers/secretary to the municipal officers/ town manager/administrative assistant [strike three of these] shall file a copy of this policy with the municipal 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 municipal 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 clerk's files and shall deliver a copy to the municipal treasurer.

Adopted: July 10, 2007

Municipal Officers:

Sally Stewart
James Wilson
Joseph P. Puffer
Lillian Coalter

Certified Town Clerk:

Melissa L. Doane

Melissa L. Doane

MUNICIPALITY OF BRADLEY
POLICY ON TREASURER'S DISBURSEMENT WARRANTS
FOR EMPLOYEE WAGES AND BENEFITS

Purpose. This policy allows designated municipal officers (selectmen or 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.

The 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 warrant for wages and benefits.

Delegation of authority. Pursuant to 30-A MRSA § 5603(2)(1), the following authority is granted with respect to 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: Sally Strout, Oscar Emerson, Lillian Coulter, Audrey Wilcox, and J. Fredrick Gifford.

Effective date. This policy becomes effective on the day indicated below. **Copies.** The Chair of the municipal officers will furnish copies of this policy to the municipal clerk and the municipal treasurer. If the clerk and the 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.

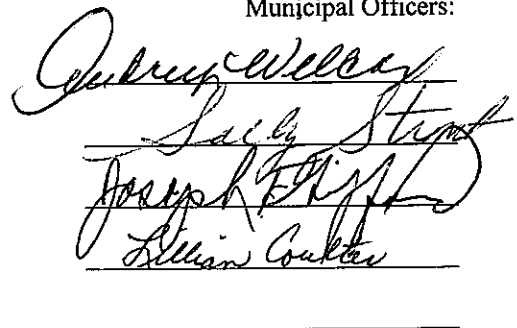
Renewal. This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner dated expiration is specified.

Reminder. If the municipal treasurer is an appointed official, the treasurer shall remind the municipal officers to consider renewing this policy annually before it lapses. If the municipal treasurer is an elected official, the treasurer is requested to provide such an annual reminder.

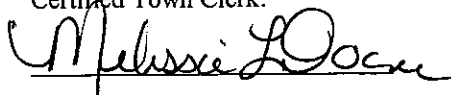
Original. The Chair of the municipal officers will maintain the original of this policy on file unless the municipal clerk is an appointed official, in which case the clerk shall maintain it on files, if requested to do so by the Chair,

Adopted: July 10, 2007

Municipal Officers:



Certified Town Clerk:



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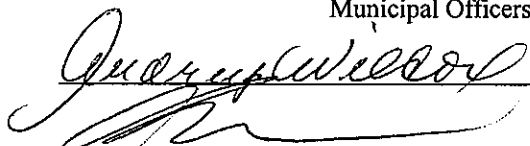
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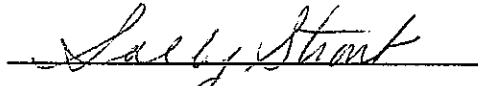
Before disbursing any funds on such a warrant, however, the municipal treasurer shall satisfy herself that the warrant is indeed signed by at least a majority of the school board or by all of the members of any finance committee appointed or elected by the school board. The treasurer may accept as such 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 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), 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.

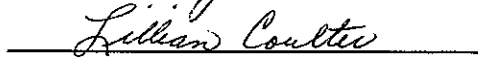
The chair of the municipal officers/secretary to the municipal officers/town manager/administrative assistant [strike three of these] shall file a copy of this policy with the municipal clerk and provide a copy to the municipal treasurer, and shall ensure that this policy is brought to the attention of the municipal officers annually for consideration of renewal. The municipal 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 clerk's files and shall deliver a copy to the municipal treasurer.

Adopted: July 25, 2006

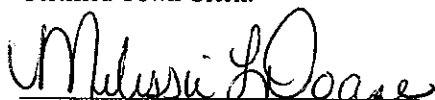
Municipal Officers:







Certified Town Clerk:



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The 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 MRSA § 5603(2)(A)(1), the following authority is granted with respect to treasurer's disbursement warrants for **municipal employee wages and benefits only:**

Current municipal officers. The municipal officers in office at the time of execution of this policy are: Sally Strout, Oscar Emerson, Lillian Coulter, Audrey Wilcox, and J. Fredrick Gifford.

Any one of the municipal officers' names 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 municipal clerk and to the municipal treasurer. If the clerk and the treasurer are the same person, a copy shall nonetheless be provided to that person in each capacity.

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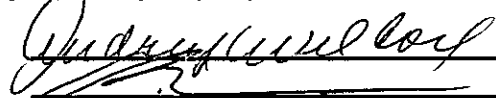
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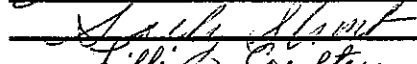
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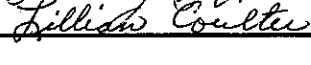
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Dated: July 25, 2006

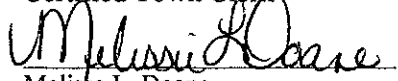
MUNICIPAL OFFICERS:







Certified Town Clerk


Melissa L. Doane