



## Amended Resolution # 22 04 00

### **Resolution – Bookkeeping Policies & Procedures**

#### **STATE OF WISCONSIN**

#### **Town of Fort Winnebago Columbia County**

The Town Board of the Town of Fort Winnebago, Columbia County, Wisconsin, has the specific authority under s. 60.44 & 66.0607 (3), Wis. stats., to adopt this resolution for the purpose of establishing procedures for the board, the clerk and the treasurer.

#### **BILL PAYING:**

1. All bills must first be presented to the Clerk to begin the process. Copies or actual 3<sup>rd</sup> party invoices/bills should be given to the Clerk. The Clerk must verify that each bill is correct and that there are enough funds in the budget to cover them. The Clerk prepares a list of bills and the checks for Board approval.
2. The Town Chair reviews the bills and signs each check.
3. The Treasurer signs the checks, verifies that they match the Clerk's list of bills and is ultimately in charge of disbursing them.
4. The Town Board approves paying the bills. The list of bills and checks prepared by the Clerk can be approved in one Board motion. Board members attending the meeting will sign the list of bills.
5. The Board can authorize the payment of certain bills prior to approval (such as tax settlements).

#### **RECEIPTS:**

1. The Treasurer is authorized to receive funds and to issue a receipt of all funds received. The receipt must be numbered and must specify both the source and purpose of the funds.
2. The Clerk and Board Members should avoid receiving or handling money.

#### **RECORD KEEPING:**

1. Clerk:
  - a. Keeps records organized by deposits and expenditures.
  - b. Prepares annual report for taxpayers.
  - c. Prepares annual State of Wisconsin Municipal Financial Report (Form CT).
2. Treasurer:
  - a. Keeps records organized by deposits and expenditures in their proper bank account.
  - b. Provides the board with a Monthly Treasurer's Report.

- c. Provides the board with a Monthly Bank Reconciliation Report.
  - d. Maintain a ledger report of all incoming tax and dog license collections.
3. Board:
- a. Monitors the budget and expenses monthly.
  - b. Reviews the monthly Treasurer's & Bank Reconciliation Reports.

**FINANCIAL INSTITUTION (BANK) ACCOUNTS:**

1. Board:
- a. Selects the Financial Institutions to establish accounts.
  - b. Authorizes opening and closing of accounts.
  - c. Ensures the Town enforces three signatures (Clerk, Treasurer & Chair) requirement on all checks issued.
2. Treasurer:
- a. Deposits only into authorized accounts.
  - b. Opens and closes accounts per Board authorization.
  - c. Receives and reconciles monthly Bank Account Statements.
  - d. Provides monthly bank statements to the Clerk for review.
  - e. Transfers funds as needed among accounts.
3. Clerk:
- a. Reviews bank statements & reconciliation reports monthly for accuracy.

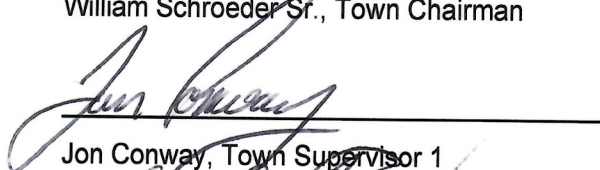
This resolution is effective on publication or posting.

The town clerk shall properly post or publish this resolution as required under s. 60.80, Wis. stats.

Approved by the Town of the Fort Winnebago of Columbia County, Wisconsin, this 2<sup>nd</sup> day of May, 2022.



William Schroeder Sr., Town Chairman



Jon Conway, Town Supervisor 1



Clark Cupery, Town Supervisor 2

*I hereby certify that this is a true copy of a Resolution passed by the Town of Fort Winnebago of Columbia County, Wisconsin on the 2<sup>nd</sup> day of May, 2022.*



Mark Considine, Town Clerk