

RESOLUTION

BE IT HEREBY RESOLVED that the Town Board of the Town of Oakland, Jefferson County, Wisconsin, herein sets policy on the check writing procedures for bank accounts with Cambridge State Bank as follows:

NOW Account #100-052

Per Section 66.042 of the Wisconsin Statutes, all disbursement checks must bear the original signatures of the town chairperson, town clerk and town treasurer. The only exceptions are for payroll checks for employees (not to include elected officials) which are paid bi-weekly, support payment checks, Federal/FICA withholding payments to bank, state withholding to State of Wisconsin, Wisconsin Retirement contributions to Wisconsin Retirement System and bills where due date is prior to board meeting.

Money Market Tax Collection Account #327-142

All checks written from this account must contain the personal signatures of the town chairperson, town clerk and the town treasurer. The only exception is for checks written by the treasurer for the purpose of transferring tax collection funds to the state investment pool.

Municipal Court Checking Account #315-803

Funds deposited into this account are forfeitures for ordinance violations, and not budgeted public moneys. The Town Board authorizes the municipal court clerk to sign all checks written by that person, without the signatures of any other town officers. When necessary, others checks written as necessary on the account may be signed by one officer, be it the town chairperson, town clerk or town treasurer.

BE IT FURTHER RESOLVED that this replaces any resolution previously adopted which sets policy on check writing procedures.

Adopted this 20th day of June, 2000.

APPROVED: Raymond Hoover
Town Chairman

ATTEST: Heidi L. Duckhoff
Town Clerk