

Town of Elmer City

Resolution R4-2023

A Resolution of the Town of Elmer City, Washington. General Disbursement Policy, Including Procedures for Reviewing, Approving and Paying Invoices and Payroll.

WHEREAS, City Council for the Town of Elmer City approved Resolution No. R2-19 adopted February 21, 2019 and has determined the need to amend the general disbursement policy; and

WHEREAS, the Town of Elmer City receives invoices and payment obligations throughout each month and City Council desires to meet the City's' financial commitments in a timely manner;

NOW, THEREFORE, the following steps will constitute the official General Disbursement Policy.

- i. Clerk/Treasurer receives an invoice and ensures it is accurate and appropriate.
- ii. Clerk/Treasurer prints a warrant for each such invoice, creates a claim voucher and attaches it together with the original invoice and receipt, creating a disbursement packet.
- iii. The packets are then presented to council at the monthly meeting, to be inspected and signed by at least two council members. Signature affirms the person signing the claim vouchers believes the payments and invoices are complete and accurate for appropriate City expenses.
- iv. The Mayor then signs the claim voucher to authenticate and certify such claim and will then sign each warrant.
- v. Clerk/Treasurer then signs the claim voucher and each warrant and sends it to the vendor along with a copy of the invoice.
- vi. Any invoices and/or payroll not presented at the council meeting will be authenticated and signed by the Mayor and the Clerk/Treasurer, then presented to council at the next meeting.
- vii. Payroll will be processed in the same manner.
- viii. All claim vouchers and the respective invoices and receipts are then placed in storage for future availability to the public and audits in accordance with Washington State's Public Records Act.

NOW, THEREFORE, City Council for the Town of Elmer City has repealed Resolution R2-19; and

NOW, THEREFORE, BE IT ORDAINED by the City Council for the Town of Elmer City, Washington this attached resolution is hereby adopted.

Approved this 13th day of April, 2023.



TOWN OF ELMER CITY,
ELMER CITY, WASHINGTON


JESSE O. TILLMAN, Mayor

ATTEST:


KELLY ROSS, Clerk/Treasurer