

# Treasurer's Disbursement Warrants for State Fees Policy

## Municipality of Chelsea

**Purpose.** This policy allows designated municipal officers, acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's disbursement warrants for payment of state fees only.

**This 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 payment of state fees.

**Delegation of authority.** Pursuant to 30-A MRS § 5603(A)(3), the following authority is granted with respect to treasurer's disbursement warrants **for payment of state fees only.**

**Current municipal officers.** The municipal officers in office at the time of execution of this policy are: Ben Smith – Chair, Richard Danforth and Michael Pushard

• **Any one of the municipal officers named 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.

**Lapse.** This policy lapses on the last day of Chelsea's fiscal year, 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 date of 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 file, if requested to do so by the Chair.

Dated: December 18, 2013

MUNICIPAL OFFICERS of CHELSEA:

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