

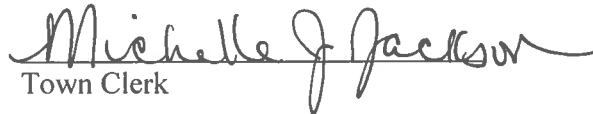
DISBURSEMENT WARRANT ORDINANCE

of the Town of Chebeague Island
MAINE

Adopted by the Town Meeting:

Effective: June 9, 2012

Attest:


Town Clerk

Seal:

SECTION 101. TITLE

This Ordinance shall be known as and may be cited as the “Disbursement Warrant in the Town of Chebeague Island, Maine,” and shall be referred to herein as “this Ordinance” or “this chapter”.

SECTION 102. PURPOSE AND AUTHORITY

The purpose of this Ordinance is to provide an alternative to the statutory procedure for approval of warrants authorizing the Treasurer to disburse money. This Ordinance is adopted pursuant to 30-A M.R.S.A. §§ 3001 and 5603(2)(A).

SECTION 103. DEFINITIONS

- a) **Education Fees:** The term ‘education fees’ shall refer to fees prepared by the Superintendent, approved by the school committee and entered into the municipal accounting system and include all expenditures from the school except payroll.
- b) **Payroll Fees:** The term ‘payroll fees’ shall refer to fees reported on a payroll warrant which shall list, at a minimum each payee, check number and gross pay for the current pay period.
- c) **State Fees:** The term ‘State Fee’ shall mean any licensing or registration fee collected by the municipality acting as an agent for the State of Maine. An example of such a fee is vehicle registration fees. The budget accounts include (but may not be limited to) the following:

BUDGET ACCOUNTS	
0022-0315	Treasurer, State of Maine
0376-0315	Treasurer, State of Maine (DEP)
0379-0315	Treasurer, State of Maine (ACO)
0377-0315	Treasurer, State of Maine (DPS)
0380-0315	Treasurer, State of Maine (MOSES)
GENERAL LEDGER ACCOUNTS	
G-250-00	Maine Department of Motor Vehicle
G-255-00	Maine Online Sportsman's Electronic System (MOSES)
G-265-00	Dog Licenses
G-267-00	Plumbing fees

- d) **Municipal Fees:** The term ‘municipal fees’ shall refer to all other disbursements not included in Education, Payroll and State fees as defined in this ordinance.

- e) The definitions contained in Title 12-A M.R.S.A. for terms not otherwise defined in this chapter shall govern the construction of words contained in this ordinance. Any words not otherwise defined therein shall be given their common and ordinary meaning.

SECTION 104. STATE FEE WARRANTS

The Treasurer may pay to the State of Maine any licensing or registration fees collected on its behalf after obtaining a signature from one member of the Board on a properly prepared itemized disbursement warrant.

The Treasurer shall request a signature from (in order) (1) the chair of the Board, (2) the vice-chair or (3) any other sitting member.

The Treasurer will report the date and amount of the state fees warrant at the next meeting of the Board.

SECTION 105. EDUCATION WARRANTS

The Treasurer may disburse money after obtaining a signature from one member of the Board on a properly prepared itemized disbursement warrant. Such warrants are to be prepared in the municipal accounting system from a warrant approved by the School Committee.

The Treasurer shall request a signature from (in order) (1) the chair of the Board, (2) the vice-chair or (3) any other sitting member.

The Treasurer will report the date and amount of the education warrant at the next meeting of the Board.

SECTION 106. MUNICIPAL PAYROLL WARRANTS

The Treasurer may disburse money after obtaining a signature from one member of the Board on a properly prepared itemized disbursement warrant.

The Treasurer shall request a signature from (in order) (1) the chair of the Board, (2) the vice-chair or (3) any other sitting member.

The Treasurer will report the date and amount of the municipal payroll warrant at the next meeting of the Board.

SECTION 107. REGULAR MUNICIPAL WARRANTS

The Treasurer may disburse money only on the authority of a warrant drawn for the purpose, either (a) affirmatively voted and signed by a majority of the municipal officers at a duly called public meeting or (b) seen and signed by a majority of them acting individually and separately and the Treasurer will report the date and amount of the municipal warrant at the next meeting of the Board.

SECTION 108. ADMINISTRATION

This ordinance shall be administered by the Treasurer of the Town of Chebeague Island.

SECTION 109. AMENDMENTS

This ordinance may be amended by Town Meeting at any properly noticed meeting.

SECTION 110. SEVERABILITY

In the event any portion of this ordinance is declared invalid by a court of competent jurisdiction, the remaining portions shall continue in full force and effect.