Town of Lamoine, Maine

Policy Regarding Check Disbursement Prior To Expenditure Warrant Approval

I. Purpose

The purpose of this policy is to allow for prompt payments of the obligations of the Town of Lamoine by the Town Treasurer, and to allow for timely payment of bills submitted to the town, and for cash purchases by town staff prior to issuance of an expense warrant.

II. Scope

This policy is approved by the Select Board and applies to the Town Treasurer. It empowers the Treasurer to distribute certain funds prior to expenditure warrant approval. It is the policy of the Town of Lamoine that all expenditures of town funds receive written approval of the Select Board pursuant to MRSA 30-A § 5603. The Treasurer shall prepare a written warrant for signature to be presented at the regular Select Board meeting.

III. Permitted Disbursements Prior to Warrant Approval

The following expenditures may be made by the Treasurer of Lamoine prior to final signature on the Expenditure Warrant by the Select Board:

A. Town Employee Payroll paid on a bi-weekly schedule on Wednesdays, including reimbursement for expenditures, mileage less than $500.
B. School payroll expenditures as approved by the Lamoine School Committee.
C. Payment of state funds collected by the agent for the Bureau of Motor Vehicles, the Department of Inland Fisheries and Wildlife and the State Animal Welfare Department, and Shellfish licensing fees due to Frenchman Bay Shellfishing. Such funds are not considered municipal funds, though they are co-mingled with the town's checking account. The tax collector and treasurer shall verify with each other that the proper balance is being paid.
D. Payroll Taxes.
E. Automatically deducted bank charges.
F. Minor purchases (less than $500) when payment is required at the time of purchase with use of town's debit card.
G. The treasurer may schedule On-Line bill payment prior to warrant signature in order to ensure that owed funds are received on time.

IV. Prohibited Early Disbursements

The following types of expenditures must await final approval via the signed expenditure warrant process:

A. Regular contractual payments for services (Unless by specific prior vote of the Select Board).
B. Major purchases (over $1,000) made by town staff that require cash payment before delivery.
C. Payments not due prior to the next scheduled expenditure warrant.
D. Education operation (accounts payable) warrants **(unless of an emergent nature and approved by the school business manager and a majority of the school committee prior to Select Board approval)**
E. Items requiring final Select Board approval for payment.
F. Any other item not covered in section III above.

V. Deadline for bill submission

To be considered for payment on the next expenditure warrant, bills for payment must be received by the Treasurer of Lamoine at least two days prior to the scheduled meeting of the Select Board at which an expenditure warrant signing is scheduled. The treasurer may, at his discretion, present vouchers for payment after the deadline when time permits, or ***when*** doing so is in the best interest of the town.

VI. Warrant Signatures Outside of Regular Meetings

The Treasurer of Lamoine may seek individual approval by the Select Board on an expenditure warrant when meeting schedules do not coincide with the normal two-week expenditure cycle. Select Board members shall review the proposed warrant before signing. The treasurer shall note the warrant number and total amount of expenditure at the next regular Select Board's meeting. The treasurer shall not disburse funds until a majority of the Select Board signs the expenditure warrant. A copy of the proposed warrant shall be available for public inspection prior to signature.

VII. State of Emergency

During a state of emergency as declared by the Governor of the State of Maine and/or the Select Board, the Select Board may be authorized to meet remotely. During such meetings, it will be impossible for the board to affix their signature to the expenditure warrant. In such cases, the Chair of the Board shall conduct a roll call vote to approve the expenditure warrant, and the Administrative Assistant to the Select Board shall record in the minutes the vote result, and note the result on the expenditure warrant.

Approved this 19th day of March, 2026

/s/ S. Josephine Cooper

/s/ Amy Morley

/s/ Nathan Mason

/s/ Larissa Thomas

/s/ Kathleen Rybarz

The Lamoine Select Board