AGENDA

1. **Call to order**
2. **Roll call**
3. **New Business:** Please remember his is a working meeting, all decisions are to be held during the Regular Town Board meeting.
* Review of Invoices
* Review of Payroll
	+ Possible discussion regarding certain items that may be paid for between board meetings.
* Review information from WI DOR Separation of Duties for a better understanding
* Discussion of Treasurer Fiduciary Responsibilities:
	+ An ordinance or policy is not needed for the following items as they are already covered under existing statutes and ordinances.  This is just notification of changes being made to bring the program into compliance.
	+ The Treasurer is the legal fiduciary person for town and bank.  All town funds including FD still remain the responsibility of the Treasurer and all must be managed in the same manner (multiple signatures, written documentation, etc.)
	+ Beginning July 15th, all receipts (cash, checks, etc.) are to be given directly to the Treasurer or to fee collectors as specifically designated by the Treasurer.  Clerks, Deputy Clerk and anyone else that has not been designated by the Treasurer cannot accept receipts\accounts payable.
	+ Notice will be sent and websites updated to have all accounts receivable payments sent to new address Town of Silver Cliff Accounts Receivable, c/o Carol Kitchmaster, her home address, etc.......  A suggestion for a drop safe that can be placed at town hall for when folks want to drop things off is attached for purchase and\or build.
	+ Requirement for written board approval for withdrawals, transfers, Cashier's Checks and Money Orders.  New forms are attached
	+ Requirement for 3 signatures for ACH documents (3 just like checks)
* Discussion of Clerical Procedural Responsibilities
	+ An ordinance or policy is not needed for the following items as they are already covered under existing statutes and ordinances.  This is just notification of changes being made to bring the program into compliance.
	+ Timesheets-
		- For non Board members, timesheets require the signature of Supervisor (e.g. Town Shop Supervisor signs for crew, the lead Recycling staff sign for others, etc.)
		- All payroll must signed by board (report 104 has space for initials and approved\denied)
		- All ACH\Zelle payments require signature by Chair, Clerk and Treasurer (same as check)
		- All payroll must be initiated by the staff themselves.  The Clerk cannot fill out the timesheet for them unless exigent circumstances exist (person in hospital, etc.).  See WI DOR Separation of Duties regarding payroll.
		- Claims for reimbursement for training, travel, etc. must be made by the staff on the appropriate form.
		- All documentation for payroll must be submitted no later than 6 pm Sunday before the Board meeting to allow for entry, printing and corrections.  Best practice:  Submitting things as soon as they are known is better so that the entry can be made throughout the month, not at the last minute.
		- Optional:  Payroll, expense and reimbursement documentation can be photographed by phone\scanned by computer and emailed to Timesheets@silvercliffwi.com
	+ Invoices-
		- The Board should review any ordinance that has been developed to ensure that there is a list of folks that have been specifically approved to make purchases without direct prior approval by the Board.  Anyone that has authority to make the purchase must decide which town expense account should that item be debited.  The Clerk does not have the authority to make budgetary decisions except for their own expenses.
		- All documentation for payroll must be submitted no later than 6 pm Sunday before the Board meeting to allow for entry, printing and corrections.  Best practice:  Submitting things as soon as they are known is better so that the entry can be made throughout the month, not at the last minute.
		- All documentation for invoices that require payment must be submitted with receipts clearly identifying what is being purchased.  Transactions that do not include expense accounts and detailed purchase description cannot be paid until the necessary documentation is provided.
		- Major recurring vendors have been notified online billing is preferred as well as email invoices instead of mailing them.
		- Optional:  All invoice\receipt documentation can be photographed by phone\scanned by computer and emailed to invoices@silvercliffwi.com
1. **Motion to Adjourn**

**NOTE: THE AGENDA IS SUBJECT TO CHANGE AS ALLOWED BY LAW**