

Chapter 42

PAYMENT POLICY

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| § 42-1. Submission of documents for payment | § 42-6. Account transfers. |
| § 42-2. Warrants, | § 42-7. Authorized signatures; mailing payments. |
| § 42-3. Distribution of warrants. | § 42-8. Record of paid warrants. |
| § 42-4. Payment without authorization. | § 42-9. Records management. |
| § 42-5. Warrants approved for payment. | |

[HISTORY: Adopted by the Town Board of the Town of Henderson 2-22-1994. Amendments noted where applicable.]

GENERAL REFERENCES

Investment policy — See Ch. 27.

Procurement policy — See Ch. 50.

§ 42-1. Submission of documents for payment.

All outstanding vouchers, invoices, receipts, statements and any other documents which need to be submitted to the Town of Henderson for payment shall be forwarded to the Town Clerk for payment processing. All submitted documents received by the close of business (COB) on the Friday prior to the regularly scheduled Town Board meetings on the second and fourth Wednesday of each month shall be recorded on the warrant to be submitted for payment approval by the Town Board at that meeting. Any and all documents submitted after the close of business (COB) on Friday prior to the regularly scheduled Board meeting shall be held and submitted on the next warrant compiled for the next regularly scheduled Board meeting.

§42-2. Warrants.

The warrants compiled for submission to the Town Board for payment authorization shall be entered on the computer set up in the Town Office, Town Barn Road, Town of Henderson, and shall consist of all vouchers, invoices, receipts, statements and any other documents submitted and received by the Town Clerk by the COB on Friday prior to the regularly scheduled Town Board meetings. Any and all vouchers, invoices, receipts, statements and any other documentation submitted to the Town Clerk for payment after the Friday COB deadline prior to the regularly scheduled Board meeting shall be held by the Town Clerk and included in the next warrant compiled for payment authorization and submitted to the Town Board for the next regularly scheduled Board meeting.

§ 42-3. Distribution of warrants.

A copy of all warrants compiled, to be submitted to the Town Board for payment approval, shall be issued to all Town Board members no later than COB on Monday, prior to the regularly scheduled meeting on Wednesday.

§ 42-4. Payment without authorization.

No vouchers, invoices, receipts, statements or any other documents will be paid without Town Board authorization, unless specifically authorized in resolutions adopted by the Henderson Town Board.

§ 42-5. Warrants approved for payment.

Copies of all warrants, with any appropriate changes and/or modifications, approved for payment by the Town Board shall be given to the Supervisor's Account Clerk by the Town Clerk, indicating any and all account transfers authorized by the Board at the regularly scheduled meeting by COB on the Thursday following the meeting. Any and all additional supporting documentation for the items listed on the warrants will be included in the information transferred to the Supervisor's Account Clerk. All information and documentation will be placed in the designated file of the third drawer of file cabinet No. 9, located in the Town Office.

§ 42-6. Account transfers.

All account transfers authorized by the Henderson Town Board at the meeting will be accomplished by the Supervisor's Account Clerk prior to payment of any warrants. Under no circumstances will any voucher, invoice, receipt, statement or any other document be paid by the Supervisor's Account Clerk if such payment shall overdraw the appropriate account from which the moneys are to be spent. In the event that a warrant is approved for payment which has a voucher listed which would overdraw the account said voucher is charged against if the voucher is paid, the Supervisor's Clerk shall not pay the voucher in question and will immediately notify the Supervisor of the discrepancy. All other vouchers listed on the approved warrants will be processed for payment, as authorized, by COB on the Friday immediately following the regularly scheduled Board meeting.

§ 42-7. Authorized signatures; mailing payments.

Authorized signature(s) will be affixed to warrant checks as directed by the Supervisor, and payments for all approved warrants will be mailed to vendors no later than the Monday immediately following the regularly scheduled Board meeting.

§ 42-8. Record of paid warrants.

All paid warrants, along with all appropriate supporting documentation, will be filed numerically by voucher number, by fiscal year, in the Town Office and will be maintained by the Town Clerk until the end of the fiscal year in which the warrant voucher is paid.

§ 42-9. Records management.

At the end of each fiscal year, when the Supervisor's accounting records are officially closed, all vendor files for that fiscal year will be retired and turned over to the Town Clerk for records management processing and safekeeping.