TOWN OF WAYNE

TREASURER ORDINANCE

PURPOSE AND AUTHORITY

The purpose of this ordinance is to retain the position of Treasurer as an elected position, who shall however be subject to personnel and administrative policies adopted by the Board of Selectmen. It is the intent of this ordinance that the Treasurer shall freely exercise all powers and duties of office relating to financial matters, control and use of other personnel, and the day-to-day operation of the town office. This ordinance is adopted pursuant to and consistent with the Municipal Home Rule Powers as provided for in Article VIII, Part 2, Section 1 of the Constitution of the State of Maine and Title 30-A M.R.S.A. Section 3001.

APPOINTMENT/AUTHORITY

The Treasurer shall be elected by the citizens of Wayne at the Municipal Elections prior to the Annual Town Meeting, works under the direction and is accountable to the Board of Selectmen for the financial management of all revenues and expenditures over which the selectmen have control. The Treasurer will coordinate with the Town Manager for the performance of daily bookkeeping functions. The Town Manager will directly supervise the Office Assistant for the performance of those functions. Performance must be in accordance with local ordinances and MRSA 30-A.

RESPONSIBILITIES

The Treasurer has a dual commitment. The first concerns his/her relationship with the citizens of the Town, and is subject to reporting requirements involving banks, creditors, governmental agencies, and the like. The relationship with the Board of Selectmen, being the ultimate authority, is one of trust, reinforced by periodic disclosure requirements to keep the Selectmen apprised of the status and performance of town funds.

The second is internal and pertains to the review, every other week, of the records and reports associated with the preparation of the following, but not limited to: Deposit slips and Receipt Journals; Payable Journals and Warrants; Bank Reconciliation; transfer of funds; copies of records and reports as prepared by the Tax Collector, Motor Vehicle Agent and Clerk, with the office assistant, who is responsible for complying with Maine Statutes, local ordinances, acceptable municipal accounting practices and office procedures.

DUTIES

The Town Manager retains ultimate responsibility for the satisfactory performance of the duties of the office assistant and for the soundness of the financial position of the Town. The Treasurer's authority over the office assistant will be directly related to the requirements of the Treasurer for correctness in documentation and reporting only, and will not include matters specifically related to personnel issues: office hours, attire, use of sick time or vacation, how petitions and correspondence are handled, how complaints are routed, and so on. The Town Manager will have the final say in regards to personnel issues as stated previously. The Treasurer is directly involved in the following areas:

Financial

1. Reviewing every other week, the receipts, cash deposits, disbursements, payroll and financial reports, investments, bond and loan administration and any other statutory responsibilities of a town treasurer;
2. Completing and signing a prepared checklist with reporting comments as to the satisfaction of documentation, suggestions and/or recommendations for future reporting with presentation of the report being made to the Town Manager for approval by the Selectmen;
3. Informing the Selectmen of any problem areas, potential overdrafts and questionable invoices;
4. Monitoring bookkeeping practices, revenues, appropriations and expenditures throughout the year;
5. Investing town funds under the direction of the Selectmen;
6. Administration of foreclosures in cooperation with the Tax Collector;
7. Provide assistance in the preparation of the annual budget;
8. Work closely with the auditor to realize the audit; and
9. Pay funds to CSD and track accounting under the direction of the School Committee warrants and municipal officers.

POWERS AND DUTIES

30-A MRSA Section 5601 et seq. are considered part of this description.

SELECTMEN'S ROLE

In the event of a dispute between the Treasurer and Manager on how to interpret a personnel rule, the question will be forwarded to the Board of Selectmen for resolution. Likewise, if complaints about performance are made about the Treasurer by the Manager, or vice-versa, they will be reviewed by the Board of Selectmen for a formal resolution.

Selectmen have the power to adopt administrative policies from time to time in regards to matters pertaining to office procedures, and such policies apply to the elected Treasurer as well as to appointed officials.

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