

Village of Newburg, Wisconsin

FILE NO. 2019-20

**A RESOLUTION / ORDINANCE REGARDING FINANCIAL TRANSACTION AUTHORIZATIONS**

1           WHEREAS, whether or not a Deputy Clerk / Deputy Treasurer is on staff at any given  
2 time, the Administrator / Clerk / Treasurer is responsible for carrying on the business of the  
3 village; and

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5           WHEREAS, in the absence of the Administrator / Clerk / Treasurer, the Deputy Clerk /  
6 Deputy Treasurer is responsible for carrying on the business of the village; and

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8           WHEREAS, village ordinances currently only allow for the payment of village obligations  
9 by check; and

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11           WHEREAS, longstanding village practice has been to pay some village obligations by  
12 electronic transfer, particularly those related to recurring loan payments, village-owned-bank-  
13 account transfers, payroll, and recurring utility payments, and continuing to operate in such a  
14 manner is beneficial to the village, its employees, and its vendors; and now therefore,

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16           BE IT RESOLVED, the Board of Trustees amends village ordinance §32.08 with the  
17 following changes:

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19           §32.08 ~~ORDER CHECKS.~~ PAYMENT METHODS.

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21           All disbursements of the village ~~shall be made~~ by order check ~~which~~ shall not be valid  
22 unless signed by two of the following: the Village President, the Village  
23 Administrator/Clerk/Treasurer, and the Village Deputy Treasurer/Deputy Clerk.

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25           Disbursements of the village made by direct deposit or electronic funds transfer shall be  
26 authorized by two of the following: Village President, the Village  
27 Administrator/Clerk/Treasurer, and the Village Deputy Clerk / Deputy Treasurer.

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29           In all cases, where only two rather than three signatures are available for authorization,  
30 the signers shall document the reason for having the authorization of only two persons  
31 rather than the preferred three.

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33           Passed and adopted by the Village Board of the Village of Newburg, Washington and Ozaukee  
34 Counties, Wisconsin, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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37 \_\_\_\_\_  
38 Rena Chesak, Village President

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Deanna Alexander, Clerk