

June 2022 Financial Policies – Village of Arden

The following financial policies have been agreed to by the current officers (Secretary, Treasurer, Advisory Chair, and Village Chair). The date represents when the policy was first put into place. Policies are intended to provide guidelines for the operation of the Village. These policies may be modified at any point by the officers.

Policy - Use of Contingency Funds Policy (May 2010)

Contingency funds are specified as part of a budget referendum. The purpose of the contingency funds is to cover unplanned village or committee expenses. Expenditure of contingency funds requires the pre-approval of three officers and should only be utilized when other mechanisms to cover the costs have been unsuccessful.

Policy - Expenditures of Greater than two-thousand dollars (April 2010)

All committee expenditures of \$2,000 or more require preauthorization of two officers of the Village prior to the commitment of Village funds. In case of an emergency – significant threat to persons or property – appropriate action should be taken as soon as possible with the committee informing at least one officer of the Village within 24 hours.

Policy - Transferring of Funds between Budget Line-items (October 2009)

Funds may be shifted between budget items on the budget referendum by approval of the committee if all budget items are within the committee's responsibility or with the approval of the representative of all committees involved and a least one village officer. Transfer of funds is only allowed if the source account has sufficient funds available and if no standing vouchers are in place covering the funds.

Policy – Authorizing Payment of Funds (March 2009)

The authorization of payment of funds by electronic funds transfer, or check or by any other means requires the approval of two Village Officers. Officers are not allowed to authorize payments to themselves.

Policy – Obligations over \$10,000 (March 2007)

Obligations of Village funds of \$10,000 or greater, require the signature of the Village Chair, or in the case the Chair is not available, the Secretary.

Policy – Contracts or Agreements with Commitments of One Year or Longer (September 2004)

All contacts and all agreements with duration of one year or longer require the signature of the Chair and the Secretary. (Note – the Charter of the Village of Arden specifies the signature requirements for executing contracts).

Policy – Distribution of the Schroeder Bequest Funds (January 2011)

- 1) The amount that is available for the next fiscal year will be announced at the September Town Meeting. All funds go through the standing committees.
- 2) Standing committees will submit their proposals to the Town Officers prior to the January Town Meeting when they will be announced to the Town Assembly.
- 3) The Officers will review the proposals and discuss their recommendations at the March Advisory Committee Meeting.
- 4) With the guidance of the Advisory Committee, the Officers will make their decision and announce it at the March Town meeting.