

Navarino-Lessor
Fire Department Maintenance Account

Chap. 4.03

Chapter 4.03
Ordinance 1-02

The Town of Lessor, Shawano County, ordains as follows:

1. **PURPOSE.** This ordinance provides for limited spending outside the usual town voucher approval system for the joint fire department operated by the Towns of Navarino and Lessor, within the limits set forth herein.
2. **AUTHORITY.** This ordinance is authorized by Wisconsin statute s. 66.0608.
3. **SEPARATE ACCOUNT.** Said fire department is authorized to establish one or more separate accounts within the limits set forth in this ordinance. The identification number used for any account(s) shall be one of the sponsoring town's identification numbers. Funds shall be kept with a public depository financial institution approved by the town board, per s. 34.05.
4. **SIGNATURES.** Two signatures of the fire department officers shall be necessary, at a minimum to authorize payment by check out of these accounts. Any expense exceeding \$10.00 will be by check out of any such account(s). The signatures shall be by the chief or deputy chief and the treasurer or deputy treasurer.
5. **SPENDING LIMIT.** No check(s) shall be issued for any one purchase exceeding \$2,500.00. "Purchase" means buying for the same purpose within three months, for any public purpose related to the department's functions. If the department promotes any fund raising for a particular purpose, funds shall be spent accordingly, for example, asking donations to buy a particular type of equipment.
6. **ACCOUNTING.** Monthly statement of income and expenses shall be available to the members of the town board and department members. Financial information shall also be available for the department annual meeting held around April 1 each year. The department is responsible for public records request compliance. The department is authorized to set a procedure for member approval of major purchases by vote, if it wants to. Otherwise, the officers are delegated the power to make such purchases. The department officers will cooperate with the town budget process by providing promptly all information necessary, as determined by the town chairperson, board or clerk.
7. **AUDITOR.** In the event the town board hires an auditor or department members by majority vote call for an audit, the officers will cooperate by providing information necessary to complete the work.
8. **SEPARABILITY.** In the event any portion of this ordinance is found unlawful or unconstitutional, the remaining portions of the ordinance shall remain in full force and effect.