

**TOWN OF RICHMOND
WARRANTS**

WARRANTS FOR CHECKS

Warrants for purposes of paying invoices will be processed through the NEMRC Accounts Payable Module. The warrant, along with invoices related to payments on the warrant, will be reviewed and signed by the majority of Selectboard members.

Upon being signed by the Selectboard the checks to pay items for payment on the warrant shall be printed the following day, transferred to the general ledger, and reviewed and signed by the treasurer prior to being distributed. The signed warrant will be kept in the Accounts Payable/Accounts Receivable finance binder.

ELECTRONIC TRANSFERS

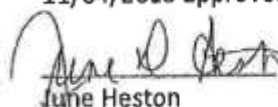
Electronic transfers for purposes of payment shall be done through warrant, with backup for the request, and reviewed and approved by the majority of Selectboard members.


A blank form for the warrant will be kept on the Finance computer, and signed forms will be filed in the Accounts Payable/Accounts Receivable finance binder along with regular warrants.

Upon being signed by the Selectboard the electronic transfer will be done through TD Bank and a General Ledger Entry will be made in NEMRC.


A copy of the TD Bank acknowledgement will be put in the TD Bank file for the appropriate month, and the General Ledger report and backup will be put in the Direct General Journal Entries notebook.


11/04/2013 approved


June Heston


Amy Lord


Chris Granda


Ashley Lucht


Taylor Yeates

**TOWN OF RICHMOND
WARRANTS**

ELECTRONIC TRANSFERS: For purposes of transferring funds temporarily between accounts.

Electronic transfers for purposes of a temporary transfer between accounts, with an agreed upon date for return of funds, shall be done through warrant.




For immediate requests the Selectboard Chair or Vice Chair will be contacted for approval. Upon approval the electronic bank transfer and corresponding general ledger entry will be completed. An electronic warrant will be completed and submitted to the Selectboard for signatures from a majority of the members.

Follow-up will be done on the agreed upon date and the transfer will be reversed through the bank electronically and in the general ledger.

Signed warrants will be filed in the Accounts Payable/Accounts Receivable finance binder along with regular warrants.

A copy of the TD Bank acknowledgements will be filed in the TD Bank file for the appropriate month, and the General Ledger reports and backup will be put in the Direct General Journal Entries notebook.

Approved Date: 1/21/2014

 _____ June Heston	 _____ Amy Lord	 _____ Chris Granda	 _____ Ashley Lucht	 _____ Taylor Yeates
---	--	--	---	---