**MINUTES**

1. **Call to order –** Meeting was called to order by Chair Dee Farley
2. **Roll call –** Chair Dee Farley, Supervisor Scott Volkmann, Treasurer Carol Kitchmaster, Clerk Lisa Weinrich, Supervisor Jim Fencl
3. **New Business:** Please remember this is a working meeting, all decisions are to be held during the Regular Town Board meeting. The purpose of this meeting is to receive a report/ information/ application of information and how it all interacts with the Town Board and Silver Cliff community from out data specialist Riana Ventura

* Review of Invoices-Data Specialist Riana Ventura began the discussion of what progress was made since she joined the team. Riana also presented a list of current expenses and explained the value of having the correct accounts being assigned to the correct expenses.
* Review of Payroll
  + Possible discussion regarding certain items that may be paid for between board meetings; Due to certain bill due dates there was a discussion of the value of having pre-approved distributions instead of having to pay late fees and penalties by the time the bills/ payments get voted on at the monthly meeting, the suggestion was made that this needs to be addressed at the regular monthly town board meeting.
* Review information from WI DOR Separation of Duties for a better understanding; Riana also presented to the board the breakdown of responsibilities between the clerk and the treasurer so they would have a better understanding of the shift in those responsibilities that had been placed onto the clerk are now being distributed correctly as outlined below. Riana went through and each point and answered any questions as she proceeded.
* Discussion of Treasurer Fiduciary Responsibilities:
  + An ordinance or policy is not needed for the following items as they are already covered under existing statutes and ordinances.  This is just notification of changes being made to bring the program into compliance.
  + The Treasurer is the legal fiduciary person for town and bank.  All town funds including FD still remain the responsibility of the Treasurer and all must be managed in the same manner (multiple signatures, written documentation, etc.)
  + Beginning July 15th, all receipts (cash, checks, etc.) are to be given directly to the Treasurer or to fee collectors as specifically designated by the Treasurer.  Clerks, Deputy Clerk and anyone else that has not been designated by the Treasurer cannot accept receipts\accounts payable.
  + Notice will be sent and websites updated to have all accounts receivable payments sent to new address Town of Silver Cliff Accounts Receivable, c/o Carol Kitchmaster, her home address, etc.......  A suggestion for an Iron Ranger drop box type of safe that can be placed at town hall for when folks want to drop things off is attached for purchase and\or build.
  + Requirement for written board approval for withdrawals, transfers, Cashier's Checks and Money Orders.  New forms are attached
  + Requirement for 3 signatures for ACH documents (3 just like checks)
* Discussion of Clerical Procedural Responsibilities
  + An ordinance or policy is not needed for the following items as they are already covered under existing statutes and ordinances.  This is just notification of changes being made to bring the program into compliance.
  + Timesheets-
    - For non Board members, timesheets require the signature of Supervisor (e.g. Town Shop Supervisor signs for crew, the lead Recycling staff sign for others, etc.)
    - All payroll must signed by board (report 104 has space for initials and approved\denied)
    - All ACH\Zelle payments require signature by Chair, Clerk and Treasurer (same as check)
    - All payroll must be initiated by the staff themselves.  The Clerk cannot fill out the timesheet for them unless exigent circumstances exist (person in hospital, etc.).  See WI DOR Separation of Duties regarding payroll.
    - Claims for reimbursement for training, travel, etc. must be made by the staff on the appropriate form.
    - All documentation for payroll must be submitted no later than 6 pm Sunday before the Board meeting to allow for entry, printing and corrections.  Best practice:  Submitting things as soon as they are known is better so that the entry can be made throughout the month, not at the last minute.
    - Optional:  Payroll, expense and reimbursement documentation can be photographed by phone\scanned by computer and emailed to [Timesheets@silvercliffwi.com](mailto:Timesheets@silvercliffwi.com)
  + Invoices-
    - The Board should review any ordinance that has been developed to ensure that there is a list of folks that have been specifically approved to make purchases without direct prior approval by the Board.  Anyone that has the authority to make the purchase must decide which town expense account should that item be debited.  The Clerk does not have the authority to make budgetary decisions except for their own expenses.
    - All documentation for payroll must be submitted no later than 6 pm Sunday before the Board meeting to allow for entry, printing and corrections.  Best practice: Submitting things as soon as they are known is better so that the entry can be made throughout the month, not at the last minute.
    - All documentation for invoices that require payment must be submitted with receipts clearly identifying what is being purchased.  Transactions that do not include expense accounts and detailed purchase description cannot be paid until the necessary documentation is provided.
    - Major recurring vendors have been notified online billing is preferred as well as email invoices instead of mailing them.
    - Optional:  All invoice\receipt documentation can be photographed by phone\scanned by computer and emailed to [invoices@silvercliffwi.com](mailto:invoices@silvercliffwi.com)

1. After additional discussion along with answering questions the working meeting was concluded.
2. **Motion to Adjourn –** Supervisor Scott Volkmann made the motion and Supervisor Jim Fencl second, motion carried

**NOTE: THE AGENDA IS SUBJECT TO CHANGE AS ALLOWED BY LAW**