

**Town of Silver Cliff  
Fire Department Volunteer Funds Ordinance**

It is hereby ordained by the Town Board of the Town of Silver Cliff, Marinette county, Wisconsin, as follows:

**SECTION I – TITLE AND PURPOSE**

This ordinance is entitled the Town of Silver Cliff Fire Department Volunteer Funds Ordinance. The purpose of this ordinance is to authorize the Silver Cliff Volunteer Fire Department to hold “volunteer firefighter funds” in the name of the Fire Department.

**SECTION II – AUTHORITY**

The Town Board of the Town of Silver Cliff, Marinette County, Wisconsin, has the specific authority under s. 66.0608, Wis. Stats. to adopt this ordinance.

**SECTION III – ADOPTION OF ORDINANCE**

This ordinance, adopted by a majority of the town board, proper notice having been given, authorizes the town Fire Department to hold volunteer firefighter funds in the name of the Silver Cliff Fire Department as provided in this ordinance.

**SECTION IV – DEFINITIONS**

In this ordinance:

- A. “Public depository” means a federal or state credit union, federal or state savings and loan association, state bank, savings and trust company, federal or state savings bank, or national bank in this state that receives or holds any public deposits.
- B. “Volunteer funds” means funds of a municipality that are raised by employees of the town’s emergency services by firefighters, or by donation to the Silver Cliff Fire Department for the benefit of the Silver Cliff Fire Department.

**SECTION V – ACCOUNTS**

**A. Volunteer Fund accounts:**

- 1. The Town of Silver Cliff Fire Department is authorized to deposit volunteer funds of the department in a checking account, savings account, or a CD, in the name of the Silver Cliff Fire Department in any public depository.

**B. Access:**

- 1. The Fire Chief, Assistant Fire Chief, and elected Treasurer of the Silver Cliff Fire Department shall have exclusive control over the expenditure of volunteer firefighter funds of the fire department, subject to Section VI.

2. Access to the accounts wherein these funds are held shall be made via checkbook or direct withdrawal/transfer, by the individuals listed previously.

## **SECTION VI – LIMITATIONS ON ACCOUNTS**

### **A. Type of funds and restrictions:**

1. The type of funds that may be deposited into the accounts as described in Section V is restricted to: donations received from individuals, donations received from organizations, donations received from area fund raising activities, and grants awarded to the fire department.
2. The amount of funds that may be deposited into the accounts described in Section V shall have no limitations at this time.
3. Fire Department credit cards shall not be used to pay invoices that could be paid via check, and shall not have a carried balance.

### **B. Authority and withdrawal process:**

1. The Fire Chief, Assistant Fire Chief, and Treasurer shall have the authority to withdraw firefighter funds from the account described in Section V up to \$5000.
  - a. Withdrawal of funds over \$5000 shall require the approval of a majority of the membership present at a posted Town of Silver Cliff Fire Department meeting and approval of the Silver Cliff Town Board at any posted town board meeting.
  - b. All checks written from the fund shall require at least two signatures.

### **C. Expenditure purposes:**

1. The purposes for which withdrawals of firefighter funds from the account described in Section V may be as follows:
  - a. Withdrawals and expenditures may be made for any purpose that promotes the betterment of the Silver Cliff Fire Department to improve services for which it is organized.
  - b. Such withdrawals and expenditures may include education and educational expenses for firefighters, gatherings of firefighters at special events, fire-fighting tools, and personal protective equipment (PPE) for firefighters.

Town of Silver Cliff  
**Ordinance Authorizing the Fire Department  
to Hold Volunteer Funds**

It is hereby ordained by the Town Board of the Town of Silver Cliff, Marinette county, Wisconsin, as follows:

**SECTION I – TITLE AND PURPOSE**

This ordinance is entitled the Town of Silver Cliff Fire Department Volunteer Funds Ordinance. The purpose of this ordinance is to authorize the Silver Cliff Volunteer Fire Department to hold “volunteer firefighter funds” in the name of the Fire Department.

**SECTION II – AUTHORITY**

The Town Board of the Town of Silver Cliff, Marinette County, Wisconsin, has the specific authority under s. 66.0608, Wis. Stats. to adopt this ordinance.

**SECTION III – ADOPTION OF ORDINANCE**

This ordinance, adopted by a majority of the town board on a roll call vote with a quorum present and voting and proper notice having been given, authorizes the town Fire Department to hold volunteer firefighter funds in the name of the Silver Cliff Fire Department as provided in this ordinance.

**SECTION IV – DEFINITIONS**

In this ordinance:

A. “Public depository” means a federal or state credit union, federal or state savings and loan association, state bank, savings and trust company, federal or state savings bank, or national bank in this state that receives or holds any public deposits or the local government pooled-investment fund.

B. “Volunteer funds” means funds of a municipality that are raised by employees of the town’s emergency services by firefighters, or by donation to the Silver Cliff Fire Department for the benefit of the Silver Cliff Fire Department.

**SECTION V – ACCOUNTS**

A.

1. The Town of Silver Cliff Fire Department is authorized to deposit volunteer funds of the department in a checking account, savings account, or a CD, in the name of the Silver Cliff Fire Department in any public depository. The Fire Chief, Assistant Fire Chief, and elected Treasurer of the Silver Cliff Fire Department shall have exclusive control over the expenditure of volunteer firefighter funds of the fire department, subject to Section VI.

B.

1. Access to the accounts wherein these funds are held shall be made via credit card, checkbook, or direct withdrawal/transfer, by the individuals listed in section A.

#### SECTION VI – LIMITATIONS ON ACCOUNTS

A.

1. The type of funds that may be deposited into the accounts as described in Section V is restricted to: donations received from individuals, donations received from organizations, donations received from area fund raising activities.

2. The amount of funds that may be deposited into the accounts described in Section V shall have no limitations at this time.

B.

1. The Fire Department [executive board] has the authority to withdraw firefighter funds from the account described in Section V up to \$5000.

Withdrawal of funds over \$5000 shall require the approval of a majority of the membership present at a posted Town of Silver Cliff Fire Department meeting.

- a. All checks written from the fund shall require at least one signature.
- b. The Fire Department shall maintain records including detailed invoices, checks, bank statements and monthly reports. Earmarks for specific items or special purposes shall be noted on bank statements.

2. The purposes for which withdrawals of firefighter funds from the account described in Section V may be as follows:

- a. Withdrawals and expenditures may be made for any purpose that promotes the betterment of the Silver Cliff Fire Department to improve services for which it is organized.
- b. Education and educational expenses for firefighters, gatherings of firefighters at special events, and personal protective equipment (PPE) for firefighters.

3. The Silver Cliff Fire Department is subject to the following reporting and auditing requirements:

- a. The Silver Cliff Fire chief or elected Treasurer shall provide the town board with monthly bank statements. Include a report with detailed itemization of all receipts, expenditures, and the balance on hand at the end of the month. The source of all funds and identity of the payee for each disbursement shall be set forth.
- b. The Silver Cliff Fire Department accounts shall be included in the annual audit of town funds and shall be audited in the same manner as other town funds. The Silver Cliff Fire Department shall be properly notified two weeks prior to any audit.

SECTION VII – SEVERABILITY

If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

SECTION VIII – EFFECTIVE DATE

This ordinance is effective on publication or posting.

The town clerk shall properly post or publish this ordinance as required under s. 60.80, Wis. stats.

Adopted this -----day of ----- 2022

Town Board Chair \_\_\_\_\_

Town Supervisor \_\_\_\_\_

Town Supervisor \_\_\_\_\_

**\*Note:** Section 66.0608 (3), Wis. stats., provides:

**66.0608 (3) Limitations, requirements.** An ordinance enacted under sub. (2) may include any of the following limitations or requirements:

- (a) A limit on the type and amount of funds that may be deposited into the account described under sub. (2) (a).
- (b) A limit on the amount of withdrawals from the account described under sub. (2) (a) that may be made, and a limit on the purposes for which such withdrawals may be made.
- (c) Reporting and audit requirements that relate to the account described under sub. (2) (a).

**SECTION VII - ACCOUNTING AND AUDITS**

**A. Silver Cliff Fire Department reporting and auditing requirements:**

1. The Silver Cliff Fire chief or elected Treasurer shall provide the town board with bank statements at least five days prior to the monthly town board meeting. A report with detailed itemization of all receipts, expenditures, and the balance on hand shall be provided at the end of the month. Earmarks for specific items or special purposes shall be noted on this report. The source of all funds and identity of the payee for each disbursement shall be set forth.
2. The Silver Cliff Fire Department accounts shall be included in the annual audit of town funds and shall be internally audited in the same manner as other town funds. The Silver Cliff Fire Department shall be properly notified two weeks prior to any audit.
3. Fire Department accounting and auditing practices are recorded in full in the Fire Department by-laws.
4. The Fire Department shall maintain all records including detailed invoices, checks, bank statements and monthly reports. Retention period for documents shall be seven years.

**SECTION VIII - SEVERABILITY**

If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

**SECTION IX - EFFECTIVE DATE**

This ordinance is effective on publication or posting.

The town clerk shall properly post or publish this ordinance as required under s. 60.80, Wis. stats.

Adopted this, the Fourteenth day of March, 2023

Town Board Chair Bruce Weber

Bruce A. Weber

Town Supervisor Dee Farley

Dee Farley

Town Supervisor Sue Victoreen

Susan Victoreen