

Town of Copake

RESOLUTION

Number ____ of February 11, 2021

Procedure for Claims for Payment Processing

WHEREAS, subdivision H of section VII of the Policy Manual (“Claims Processing”) directs that the Town Board should develop detailed procedures to guide and govern the processing of claims against the Town, and that procedures should require that all claims be sufficiently supported and properly approved prior to payment; and

WHEREAS, at present, Department Heads must come in to Town Hall to approve the Record of Claims after it has been prepared by the Bookkeeper, which can cause a narrow time frame for approval just prior to Town Board meetings or during the last week of the month; and

WHEREAS, with the help of the Town’s accountant, Robert Patterson, the Town seeks to improve its procedures, of which one such improvement will be to streamline the procedures concerning the submission of claims by having all bills, invoices and requests for reimbursement approved by the Department before they are submitted to the bookkeeper.

NOW, THEREFORE,

BE IT RESOLVED, that, commencing immediately, the process for submission and payment of claims shall be as follows:

1. Bills and Invoices. All bills and invoices shall be approved by the head of the Department which made the purchase or incurred the expense. A signature or initials and a date is sufficient. Expenses may be approved via an email. Upon approval the Department head will record the proper code. Once approved and coded the paperwork should be put in the Bookkeeper’s mailbox. (If the bill is approved but not coded it should be given to the Supervisor for coding).
2. Reimbursements. Anyone expending funds on behalf of the Town may request reimbursement by completing a Request of Reimbursement. Documentation of the expenditure shall be attached to the Request. The Request shall be signed by the individual seeking reimbursement and must be approved by the Department Head. The Department head shall also code the expense (or give to the Supervisor to code.) Once approved the Request should be put in the Bookkeeper’s mailbox.

3. Mileage Reimbursement. The Policy regarding reimbursement for mileage is set forth in the Policy Manual (Section IV, subdivision D). Anyone seeking reimbursement must complete a Voucher which can be obtained from the Town Clerk. Once approved and coded by the Department Head the form should be put in the Bookkeeper's mailbox.
4. Audit by Town Board. A transcript shall be prepared by the Bookkeeper and be presented, with documentation of all claims, attached. Prior to payment the claims must be approved by at least three members of the Town Board.

And be it further RESOLVED, that Appendix I of the Policy Manual ("Claims Processing Procedure") is hereby suspended, subject to revision in accordance with the above.

February 11, 2021