

**Town of St. Joseph, St. Croix County, Hudson, WI**  
**Resolution 2025-09 replaces 2019-02 Guidelines, Limitations,**  
**Criteria for Expenditures Related to Town Clerk/Treasurer's Authority**

**WHEREAS**, expenditures for Clerk/Treasurer's Authority related matters need to be carefully monitored to maintain budgetary expenditures, and at times the need arises to purchase products outside of regularly scheduled town board meetings,

**NOW THEREFORE LET IT BE RESOLVED** by the Town of St. Joseph Town Board meeting in regular session that requests for expenditures related to the Town Clerk/Treasurer's Authority and their assignment to an appropriate office expense be determined and monitored as follows:

**DEFINITIONS:** for the purpose of this resolution

1. Clerk/Treasurer's Authority shall be defined as any materials relating to the Clerk/Treasurer's office. Some examples: office supplies, postage and stamps.

**Clerk/Treasurer's Authority**

1. The Clerk/Treasurer's office has a separate budget approved by the Town Board. Expenditures under this authority shall be made according to the approved budget.
2. The Clerk/Treasurer is the main contact for Clerk/Treasurer related expenditures.
3. Any capital goods or any services that are expected to cost over \$1,000 or more shall be made with approval by the majority of the Town Board.
4. The Clerk/Treasurer or Deputy has the authority to issue two (2) checks per month to provide payment for office supplies, postage and/or stamps. Each individual check will not exceed \$1,000.00. After the check's are written the clerk/treasurer's office will provide a receipt to the town board verifying that the funds were used appropriately.

**General Requirements**

1. Items purchased with a credit card are subject to the requirements stated in Resolution 2025-06 Town of St Joseph Credit Card Policy
2. All reimbursement applied for shall be presented for review by the Town Board along with the monthly invoices.
3. Any action taken without prior Town Board approval shall be documented by the person authorizing the expenditure and be presented at the next Town Board meeting.
4. This resolution takes effect on the day after the approval.

I hereby certify that the foregoing Resolution was duly adopted by the Town Board of the Town of St Joseph at a legal meeting held on the 11<sup>th</sup> day of December 2025.

  
Theresa Johnson, Chair

Attest:

