



SANDY RIVER PLANTATION  
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## Treasurer's Disbursement Warrant Policy

### I. Purpose

This policy authorizes designated municipal officers, acting on behalf of the full Board of Assessors (municipal officers), to review, approve, and sign treasurer's disbursement warrants specifically for the payment of state fees. It provides a lawful, streamlined process for handling recurring obligations related to state remittances, while preserving the authority of the full Board.

This delegation is adopted in accordance with 30-A M.R.S.A. § 5603(2)(A)(3) and does not limit the Board's authority to act by majority vote on any warrant, including those for state fees.

### II. Scope and Limitation

This policy applies **only** to warrants issued for the disbursement of **state fees**, such as those related to registrations, licenses, or other remittances required by state law or state agencies.

Nothing in this policy overrides the authority of the full Board of Assessors to review, approve, or sign any treasurer's warrant.

### III. Delegation of Authority

Pursuant to 30-A M.R.S.A. § 5603(2)(A)(3), the following municipal officers are currently serving and eligible for delegation:

- Rodney Varney, First Assessor
- Joanne Taylor, Second Assessor
- Lisa Kinsman, Third Assessor

Please check one of the following options to indicate which officer(s) are authorized to act under this policy:

☒ **Any one** of the municipal officers named above, acting individually, may review, approve, and sign treasurer's disbursement warrants for state fees.

☐ **Either** \_\_\_\_\_ or \_\_\_\_\_, acting individually, may review, approve, and sign such warrants.

☐ **Only** \_\_\_\_\_, acting individually, may review, approve, and sign such warrants.

The selected delegation remains valid until this policy lapses or is amended.

#### **IV. Distribution of Copies**

The Chair of the Board of Assessors shall provide a copy of this policy to both the Municipal Clerk and the Municipal Treasurer. If the Clerk and Treasurer are the same individual, copies shall still be provided in both capacities.

#### **V. Term and Renewal**

- This policy becomes effective on the date indicated in Section VIII.
- It shall lapse one year from the effective date unless renewed, amended, or rescinded earlier.
- The Board of Assessors may renew this policy at any time before it lapses. A renewed policy shall be valid for one year from its new effective date unless otherwise specified.

#### **VI. Annual Reminder**

The Municipal Treasurer, as an appointed official, shall remind the Board of Assessors to consider renewing this policy prior to its expiration each year.

#### **VII. Recordkeeping**

The original copy of this policy shall be retained by the Chair of the Board of Assessors. If the Municipal Clerk is an appointed official, the Chair may direct the Clerk to retain the original on file.

#### **VIII. Effective Date**

This policy becomes effective on:

**Date:** *August 12, 2005.*

#### **IX. Authorized Signatures**

By signing below, the undersigned municipal officers affirm and adopt this policy.

##### **Municipal Officers:**

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Rodney Varney, First Assessor

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Joanne Taylor, Second Assessor

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Lisa Kinsman, Third Assessor

*\*\*[Signatures on file at the Municipal Office]\*\**