

Village of Roscommon Finance Committee Policy

In the continuing effort to promote open and transparent government, the Roscommon Village Council hereby establishes a Finance Committee to review any checks that are to be written before the next regular meeting.

After each general election, the Village President shall appoint, with the concurrence of the Village Council, two council members to serve on the Village Finance Committee. At least one of these members shall review the list of checks that are to be written on the village account and checks that have been written since the last council meeting before 12:00 noon on the day of each regular meeting of the Council. That will allow those members to obtain any necessary information regarding the checks while the staff is available.

When reviewing the list of checks, the committee shall compare the invoices with the checks written for each invoice and initial the invoice verifying the validity of the expenditure. These checks will then be placed on the consent agenda to be approved by the Council.

It may happen that the Village Council or Village President will in advance cancel a Council Meeting or a meeting may be cancelled because of unforeseen circumstances. Should that be the case, the Finance Committee shall review the checks as its normal practice. In order to timely pay the Village obligations, the Committee approval shall be considered council approval of the bills.

This policy does not preclude any council member from contacting the village staff during office hours with questions or concerns regarding village expenditures. Council members may also leave phone messages or email village staff at other times with questions.

Ayes: Adams, McKee, Yannatta, Lippert, Mesler

Nays: None

Adopted by the Village of Roscommon Council on December 21, 2012