



TO: Mayor Alvarez and Town Council Members

FROM: Kelley Southward, Town Clerk

DATE: March 22, 2016

SUBJECT: Additional Signatories on Town Bank Accounts—Revised Memo

As required by the Local Government Budget and Fiscal Control Act, Section 159-24(b) “Except as otherwise provided by law, all checks or drafts on an official depository shall be signed by the finance officer or a properly designated deputy finance officer...”

Mr. Wojtowicz, as the Finance Director (which is synonymous with Finance Officer in our case) will be an approved signatory. The Town Manager and Town Clerk have previously been approved as deputy finance officers in order to act as signatories. Since two signatures are required on all checks and drafts the Town has in the past normally had four approved signatories. The Clerk and the fourth signatory would only sign checks/drafts in the rare instance that the Finance Director and/or Town Manager were unavailable.

The Town would like to recommend that both Branden Chopelas, Assistant Finance Director and Alicia Massey, Tax/Revenue Collector, be designated a Deputy Finance Officers.

To clarify the following five staff members should be approved signatories for all Town Bank Accounts:

1. James Wojtowicz, Finance Director
2. Scott Kaufhold, Interim Town Manager/Director of Engineering
3. Kelley Southward, Town Clerk
4. Branden Chopelas, Assistant Finance Director
5. Alicia Massey, Tax/Revenue Collector