



August 21, 2023

MEMORANDUM

TO: Village Board Members

FROM: Village Board Meeting 08/14/2023

SUBJECT: FINN-003 – Processing of Invoices/Claims

At the last Village Board meeting the Board asked for the following:

- 1.) That language be added to the Finance Director/Treasurer's review before checks are sent out for payment that it is a budget item and that funds are available.
- 2.) Clarify Deputy Clerk – language added “or Deputy Clerk” to reflect it could be more than just the Account/Deputy Clerk that could send the invoices out to the Department Heads. This would cover the cross training that is being implemented.

The other factor is this is to set to paper the process currently being practiced by the Village to process claims/invoices as they are received.

ACTION ITEM: Discuss and consider adoption of FINN-003 – Processing of Invoices/Claims.