



Drafted By:
Lee Engfer
Presented Month/Year:
January 2024
Involved Committees:
Finance Committee

County Department:
Administration
Fiscal Impact: YES / NO
AC Approved: YES / NO

RESOLUTION # 24-01-03

A RESOLUTION TO ESTABLISH A CHECK RUN POLICY

WHEREAS, the Buffalo County has identified the need to process payables in a more timely and efficient manner; and,

WHEREAS, Buffalo County incurs issues with vendors needing payment in a more timely manner; and,

WHEREAS, the Buffalo County Finance Committee approves the Check Run Policy; and,

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves the Check Run Policy.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 22nd day of January, 2024.


County Clerk

ATTEST:

County Board Chairperson

Respectfully Submitted:

Finance Committee

Excused

Dennis Bork

Wm Bruegger Sr.

William Bruegger, Sr.

Brian Michaels

Brian Michaels

Chris Lindstrom

~~Brad Schmidtkecht~~

Chris Lindstrom

Max Weiss

Max Weiss

ANTICIPATED FINANCIAL IMPACT STATEMENT

None

BUFFALO COUNTY
CHECK RUN POLICY

Section 1. Purpose

The purpose of this policy is to establish a formal process for payment of invoices. This policy provides guidance when staff are processing invoices for payment.

Section 2. Departments/ Offices Entering their own Accounts Payable

Packets developed because of invoice entry will be dated with a payable date of the Wednesday of the week after entry. All packets need to be entered by the Friday of the week prior to the to be paid by Wednesday.

Section 3. Departments/ Offices having the Administration Office entering Accounts Payable

All attachments must be scanned to AP@BUFFALOCOUNTYWI.GOV by the Thursday of the week prior to the to be paid by Wednesday. These payables will be processed on the Wednesday of the week after submission is received.

Section 4. Authorization to approve weekly check runs

The Finance Committee authorizes the County Administrative Coordinator to approve weekly check runs for routine and/ or budgeted expenses, not to exceed \$10,000.00, with the exception for Highway Department expenses which may be approved up to \$25,000.00. Any expense that is deemed questionable by the Administrative Coordinator will be held from payment until the next scheduled Finance Committee meeting for review.

Section 5. Monthly submissions to the Finance Committee

All accounts payable acquired since the last meeting will be provided in report form. All pending accounts payable entered to date will be provided in report form.