

**POLICY RELATING TO BUDGET/FINANCE  
WARRANTS**

A. Business/Finance Subcommittee Designated as Responsible Party

The Wachusett Regional School District Committee (WRSDC) designates the Business/Finance Subcommittee as the authorized and responsible party to review and approve all warrants.

The District administration and the Treasurer shall train members of the Business/Finance Subcommittee and the Chair of the School Committee in warrant-related policy and procedures within thirty (30) days after the School Committee's annual organizational meeting, or a newly elected or appointed Subcommittee member's commencement of term.

B. Signatures Required

All warrants require a minimum of three (3) signatures by members of the Business/Finance Subcommittee, as well as the signatures of the Superintendent, Director of Business and Finance, and Treasurer. The Treasurer and Director of Business and Finance shall sign all warrants prior to submission to the Business/Finance Subcommittee.

Except as provided for in the limited circumstances defined below, no warrant may be processed for payment if it lacks any of the required signatures.

1. Warrant Schedule

There will be at least two (2) Payroll warrants and two (2) Accounts Payable warrants that will be run each month. Warrants may be sent electronically to Business/Finance members. If additional signatures are required warrants may be presented for signature at any regular or special meeting of the Committee or a Business/Finance Subcommittee meeting. In a month when only (1) meeting is held, members of the Business/Finance Subcommittee will be notified when to come into the District Office separately to sign the warrants.

2. Accounts payable, emergencies

When an emergency requires an expenditure of less than \$5,000, the Superintendent or his/her designee may authorize payment without the signatures of three members of the Business/Finance Subcommittee. When the expenditure required is greater than \$5,000, the Superintendent or his/her designee shall obtain electronic authorization (by electronic signature, email, fax or telephone) from at least three members of the Business/Finance Subcommittee prior to authorizing payment. Promptly after authorization, the Superintendent will provide written notification to all School Committee

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members of the nature of the emergency, the amount of the expenditure and the names of Subcommittee members who provided electronic authorization.

3. Electronic Signatures

An electronic signature means any electronic identifier used by an individual to indicate acceptance and approval and has the same force and effect as a manual signature. Electronic signatures will satisfy the requirement of a written signature when transacting business on behalf of the District. The District will takes steps to ensure the authenticity and reliability of electronic signatures to ensure they identify individuals by his/her name, are capable of being validated through the use of an audit trail, and cannot be altered. The District shall maintain electronically signed records in a manner consistent with the District's record and retention on policies.

4. Regular Payroll

In the event that three members of the Business/Finance Subcommittee are unavailable to sign a warrant in time to make the regular payroll schedule, the signatures of the Superintendent or his/her designee, and either the Chair of the School Committee, the Chair of the Business/Finance Subcommittee, or the Vice-chair of the Business/Finance Subcommittee will be sufficient authorization to process payment.

5. When a special payroll needs to be run such as required by law, pursuant to Massachusetts General Laws Chapter 149, Section 148 upon the termination of an employee, there must be an immediate manual check payroll expenditure of less than \$5,000, the Superintendent or his/her designee may authorize payment without the signatures of three members of the Business/Finance Subcommittee.

C. Presentation and Supporting Documentation

Any warrant that has been processed for payment without all required signatures, as provided for above, shall be presented with its supporting documentation to members of the Business/Finance Subcommittee for complete review and approval electronically or at the next earliest opportunity, such as a regular or special meeting of the Committee.

Supporting documentation – records such as invoices, purchase orders, expense reports, time sheets, etc. that may inform a Subcommittee member's decision to provide or withhold his/her signature – shall be made available for review in the Business Office. This documentation need not travel with warrants to the place of Committee and

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Subcommittee meetings as signatures are being obtained. However, accounts payable warrants and the supporting documentation must be available for review in the Business Office on the afternoon before and the morning after all regularly scheduled School Committee meetings before they may be processed for payments. The warrants containing extraordinary employee compensation – payments that are not clearly specified in contracts or bargaining agreements – must be presented to members of the Business/Finance Subcommittee with all supporting documentation and cannot be processed for payment without all required signatures.

Legal References: M.G.L. Ch. 41 S. 52, S. 56, Ch. 44 S. 28A, Ch. 149, S. 148, CMR 10:05 (11), M.G.L. Ch. 110G: Uniform Electronic Transactions

First Reading: 3/13/95

Second Reading: 3/27/95

Amendment First Reading: 4/13/98

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Re-Amendment First Reading: 11/8/99

Re-Amendment Second Reading: 1/10/00

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