

Town of Windsor

Memorandum

August 13, 2019

TO: The Honorable Mayor and Town Council

FROM: Michael Stallings, Town Manager *MS*

SUBJECT: Spending Limit Policy

As you are aware, one recommendation that came out of our most recent audit was that we update our spending limit policy.

I have attached a copy of our current policy as well as a recommended update. I have updated the spending limits to reflect current staff. I have also added a section regarding emergency purchase.

This is for Council's discussion and direction.

Town of Windsor Spending Limits

The following shall be authorized spending limits for Town personnel. Any purchase above the employee's spending limit shall be approved by a supervisor with the appropriate authorization or Town Council.

- Town Manager - \$5,000
- Town Treasurer - \$3,000
- Town Clerk - \$3,000
- Department Heads (Police Chief, Maintenance Supervisor, Planning & Zoning Administrator) \$1,500
- All other Town employees - \$500

In the event of an emergency in which a purchase is required that exceeds the above listed spending limits, the Town Manager may authorize an expenditure after consultation with the Mayor. Said purchase will shall be presented to Town Council at its next meeting for approval.