

TOWN OF SUPERIOR  
DOUGLAS COUNTY, WISCONSIN  
VOLUNTEER FUND ORDINANCE (1.12)

**SECTION I – AUTHORITY.** This ordinance is adopted pursuant to authority conferred by Wisconsin Statute Section 66.0608. This ordinance is to be interpreted in conformance with that section as it may be amended from time to time.

**SECTION II – PURPOSE.** The purpose of this ordinance is to authorize “volunteer funds” to be held in the name of the Town of Superior Fire Department.

**SECTION III. - DEPOSITS AND CONTROL OF FUNDS.** The Town Board of the Town of Superior hereby authorizes the Town Fire Chief or Fire Department Designee to deposit volunteer funds of the department in a public depository of the Town Board’s pre-approval. Pursuant to WI Statutes Section 66.0608(4), volunteer funds shall remain the property of the Town of Superior until the funds are disbursed.

The Fire Department shall have control over the expenditure of volunteer funds subject to the limitations and requirements set forth below.

**SECTION IV - LIMITATIONS AND REQUIREMENTS.**

- A. Expenditures.** Expenditures withdrawn from the account that exceed \$50.00 may be made only upon a majority vote of the Fire Department members present at a properly noticed meeting of their Department. All checks shall have signatures from **two** of the following personnel: Fire Chief, Assistant Chief, President, or Treasurer. No debit cards or blank checks shall be issued. Withdrawals and expenditures may be made for any purpose that promotes the ability of the Fire Department to provide services for which they are organized, except that the Town Board approval is required as follows:
1. Any expenditure that requires Town matching funds or any guarantee in the name of the Town.
  2. Any expenditure which financially obligates the Fire Department for over 12 months.
  3. Any expenditure which requires the construction, expansion, modification or alteration of any public building or structure or vehicles.
- B. Immediate Need Expenditures.** Immediate need purchases are defined as the purchase of items or services required while an incident or special event is in process, and the need is for the specific incident or special event in process. Immediate need purchases may be made with approval of one of the following: Fire Chief, President, Treasurer, or Incident Commander of an incident.
- C. Accountings.** Any donation/fundraising monies received shall be hand receipted (date money received will be receipt date, Town Clerk and/or Treasurer will provide receipt books) and deposited into volunteer fund within two weeks of being received. The Fire Department shall provide the Town Board with monthly statements on or before the second Tuesday of the following month. The statements shall include detailed itemization of all receipts and expenditures, properly coded per budget item list and the balance on hand at the end of the month. The source of the funds and the identity of the payee for each disbursement shall be set forth. Any check received in connection with or relating to fundraising activities, which is made payable to the Town of Superior, shall require endorsement by the Town of Superior Treasurer. Fundraiser/Donation checks made out to

the TSFD shall be deposited into the TSFD volunteer fund (checking account), no requests for checks to be made out to TSFD Auxiliary.

- D. **Audit.** The Fire Department shall conduct an annual internal audit, to be completed by two members and a business officer. The Fire Department shall also be included in any audit of the Town funds and shall be audited in the same manner as other Town funds.
- E. **Payments to Town.** Town of Superior Fire Department will authorize any transfers for payments to the Town.
- F. **Balance.** Volunteer fund (checking) balance is \$5,000 monthly maximum. On or before the second Tuesday of the following month TSFD will transfer any funds over the \$5,000 maximum from the prior month into the Town General Account via a phone transfer with National Bank of Commerce. The Town Treasurer will then put the TSFD deposit into the TSFD Equipment Fund subaccount.

**SECTION V – SEVERABILITY.** If any provision of this ordinance is declared invalid, or if the application of this ordinance to any person or circumstances is declared invalid, the invalidity shall not affect the provisions or application of this ordinance which can be given effect without the invalid provision or application.

**SECTION VI - REPEAL OF INCONSISTENT ORDINANCES.** All existing town ordinances and resolutions, part of ordinances and resolutions, and amendments thereto in conflict with any of the provisions of this ordinance are hereby repealed.

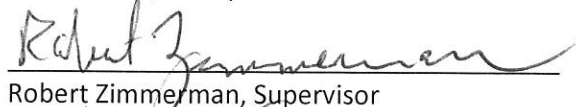
**SECTION VII - EFFECTIVE DATE.** This ordinance is effective on publication or posting.

The town clerk shall properly post or publish this ordinance as required under s. 60.80, Wis. Stats.

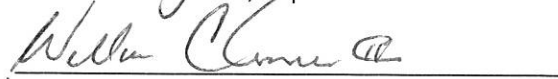
Adopted this 10<sup>th</sup> day of January, 2024.



Ronald Pete, Chairperson

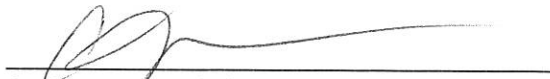


Robert Zimmerman, Supervisor



William Conner, Supervisor

ATTEST:



Carolyn Jones, Clerk