

Resolution 2024-01

**A RESOLUTION ESTABLISHING A POLICY FOR THE PAYMENT OF
PAYROLL AND OTHER REGULAR OR TIME-SENSITIVE CLAIMS BY THE
VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF HEMINGFORD.**

WHEREAS Village Board of Trustees approves claims submitted to the Village for payroll at its regular monthly meetings; and,

WHEREAS, payroll is paid every two weeks, and the Village Board of Trustees regularly meets one time a month;

WHEREAS, the Fair Labor Standards Act ensures employees are paid in a timely manner and Neb. Rev. Stat. 48-1230 requires regular paydays must be maintained; and,

WHEREAS, Neb. Rev. Stat 16-726 and Neb. Rev. Stat. 17-714 requires that all claims and accounts payable against a Village be presented in writing, state the name and address of the claimant and the amount of the claim, and fully and accurately identify the items or services for which payment is claimed, or the time, place, nature and circumstances giving rise to the claim; and,

WHEREAS, the Village Board of Trustees desires to adopt a policy with respect to payroll claims as well as other regular claims or claims that incur penalties or interest.

NOW THEREFORE, BE IT RESOLVED, by the Village Board of Trustees of the Village of Hemingford, Nebraska, that to maintain adequate fiscal policy safeguards and allow for timely payment of payroll and other time-sensitive claims, the Village Board of Trustees of Hemingford desires to adopt the following policy with respect to such claims;

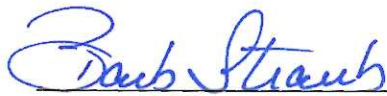
Section 1. Unless otherwise provided it shall be the regular policy to submit a claim to the Village Board of Trustees for approval before payment is allowed.

Section 2. Specific claims authorized for payment prior to Village Board of Trustees approval are:

- A. Village employee payroll and all associated state and federal taxes;
- B. Village employee benefits including health, retirement; and
- C. Ordinary claims offering a discount for early payment, and such discount expires if the claim is not paid prior to the next regularly scheduled meeting;
- D. Ordinary claims incurring a penalty for late payment, and such payment will be incurred if not paid prior to the next regularly scheduled meeting;
- E. Other Claims that are urgent or emergent in nature may be prepaid when authorized by the signature of the Board Chair.

Section 3. Payroll claims authorized for payment prior to Village Board of Trustees approval are required to include the employee's names, gross salary, or gross hourly rate, and maximum hours allowed for the pay period. These shall be approved by the immediate supervisor of said employees and also by the Village Clerk.

PASSED AND APROVED this 19th day of March, 2024



Village Clerk



Board Chairman

