

VOLUNTEER FIRE DEPARTMENT FUNDS ORDINANCE

Section I. Title/Purpose. This Ordinance is entitled “Volunteer Fire Department Funds Ordinance.” The purpose of this Ordinance is as follows:

To provide for the deposit, management, and disbursement of Fire Department Volunteer Funds.

Section II. Authority. The Town Board of the Town of Shelby has adopted this Ordinance pursuant to Section 66.0608 Wis. Stats, 2007-2008.

A. **Definitions.** In this Ordinance, the following terms appearing in initial uppercase letters have the following assigned meaning:

1. “Fire Volunteer Funds” means municipal funds that are raised by employees of the municipality’s fire department or by volunteers for the benefit of the fire department.
2. “Public Depository” has the meaning given in Section 34.01(5) Wis. Stats, 2007-2008.

B. **Introduction.** It is the intent of this Ordinance to create two (2) funds to be accounted for and administered by the Shelby Town Board according to the conditions stated in this Ordinance.

1. Fund A. This fund shall be a checking account and shall be used for the initial deposit of all Fire Volunteer Funds.
2. Fund B. This fund shall be a savings account and shall be used for volunteer firefighter retirement benefits, fire equipment, training and other fire protection/prevention uses deemed appropriate by the Town Board.
3. All Fire Volunteer Funds shall remain the property of the Town of Shelby and shall be managed, invested and distributed as provided by this Ordinance
4. All funds subject to this Ordinance shall be maintained in a Public Depository.
5. All donations and grants issued to the Fire Department shall be deposited with the Town Treasurer and are not covered by this Ordinance.

C. **Fund A – Fire Department Social Fund.**

The Shelby Fire Department social group shall open a checking account (Fund A) to be used as the initial depository of all Fire Volunteer Funds. Fund A may be utilized by the social group for the following purposes and under the following parameters:

1. Funding social expenditures of the social group.
2. Funding Fund B
3. Other purposes deemed appropriate and beneficial to the Fire Department by the Town Board.
4. The balance in Fund A shall not exceed \$3500, except when fundraisers are being conducted. The \$3500 cap is deemed a reasonable annual amount to fund Fire Department social activities, but is subject to adjustment by the Town Board.
5. Amounts over \$3500 shall be deposited in Fund B within 45 days of the completion of a fundraiser.
6. If additional fundraisers are held throughout the year and the \$3500 cap has been reached, all profits from said additional fundraisers shall be deposited in Fund B within 45 days of the completion of the fundraisers.
7. All withdrawals from Fund A shall need the signatures of two (2) officers of the Fire Department social group.
8. All deposits and withdrawals from Fund A for social expenditures shall be in accordance with the procedures and regulations of the Shelby Fire Department social by-laws and this Ordinance. Monthly accounting to the members of the Shelby Fire Department shall also be in accordance with the procedures and regulation of the social by-laws.
9. The Town Treasurer is to provide a monthly bank statement and an ending balance for Fund A to the Town Board, social group, and Administrator.

D. **Fund B – Fire Department Purposes.**

1. The Town Treasurer shall open a savings account (Fund B) into which all funds from Fund A over \$3500 shall be

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deposited. Fund B may be utilized for the following purposes and under the following parameters:

2. Funding the social group's portion of the Volunteer Firefighter Retirement Program.
3. Purchase of materials and equipment for the Fire Department.
4. Training for firefighters and first responders.
5. Other firefighting/fire protection purposes deemed appropriate and beneficial by the Town Board.
6. Recommendations from the Fire Department for use of Fund B monies is welcomed and encouraged, however all expenditures from Fund B shall be approved by the Town Board and are at the Town Board's sole discretion.
7. The Town Treasurer is to provide monthly bank statement and ending balance for Fund B to the Town Board, social group, and Administrator.

Section III. Effective Date. This Ordinance shall take effect upon passage and publication. The provisions of this Ordinance shall prevail over any previous Ordinances of the Town of Shelby that are or may be in conflict therewith.

Date passed: June 14, 2010

Lynnetta P. Kopp, Town Chair

Kathleen S. Kistner, Town Supervisor

John O. Zahn, Town Supervisor

ATTEST:

Catherine Brott, Town Clerk