

West Lafayette Community School Corporation

1130 North Salisbury Street ▪ West Lafayette, Indiana 47906-2447
(765) 746-1602 • FAX (765) 746-1644 • www.wl.k12.in.us

TO: Dr. Shawn Greiner, Superintendent
Board of School Trustees

FROM: Michelle Cronk, CFO

DATE: January 3, 2023 (January 8, 2024 Board Meeting)

RE: Resolution for Supplemental Claim Check Runs

The school corporation regularly incurs expenses that must be paid on a timely basis outside of normally-scheduled meetings of the Board of School Trustees in order to maintain operations and to not incur late fees and/or penalties. These expenses typically include items such as utilities, charge accounts, insurance, taxes, etc. We also from time to time receive invoices late for various reasons that need to be paid to maintain good relations with our vendors.

The enclosed annual resolution allows these types of expenses to be paid outside of the regular board meeting schedule. Expenditures would still be included on the monthly claims docket so that approval can be given retroactively and will be identified as “between board.”

Please place this item on the agenda for the January 8, 2024 board meeting. Let me know if you have any questions.

RESOLUTION FOR SUPPLEMENTAL CLAIM CHECK RUNS

WHEREAS, the West Lafayette Community School Corporation Board of School Trustees recognizes that certain expenses are incurred by the school corporation that require payment outside of regularly-scheduled meetings of the Board of School Trustees; and

WHEREAS, the West Lafayette Community School Corporation CFO/Treasurer is granted the authority to pay bills in order to maintain operations of the school corporation; and

THEREFORE BE IT RESOLVED that the West Lafayette Community School Corporation Treasurer is granted authority to initiate periodic claim check runs for the required payments that occur between meetings of the Board of School Trustees for calendar year 2024.

Passed and adopted this 8th day of January, 2024.

President

Vice President

Secretary

Member

Member

Member

Member