

TOWN OF HOLLISTON FINANCIAL PROCEDURES

Housing Trust Offers

General

To establish a procedure for the Housing Trust when making offers to purchase property and to eliminate the use of personal funds.

Policy

The Chair of the Housing Trust and either the Selectmen member of the Trust or the Town Administrator can sign off on a voucher to direct the Treasurer/Collector and the Accountant to issue a check for a deposit to accompany an Offer to Purchase in an amount not to exceed \$10,000. The voucher must have two signatures.

The issuance of the check is contingent on the Housing Trust having available funds to cover the deposit.

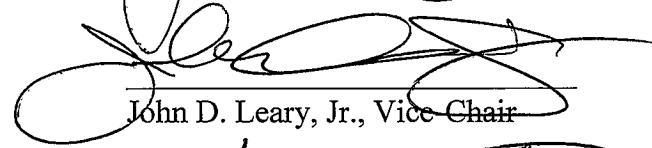
No personal checks/funds from a Trust member shall be used in making the offer.

Return of Deposit

If the Offer is not accepted, the deposit will be returned to the Treasurer/Collector as soon as possible.

Holliston Board of Selectmen



Joseph P. Marsden, Chair

John D. Leary, Jr., Vice Chair

Kevin P. Conley, Clerk

Dated: _____

6/10/15