

TOWN OF ROXBURY
SELECTBOARD POLICY
MARCH 6, 2006

SUBJECT: USE OF TOWN TAX ID NUMBER IN GRANT APPLICATIONS

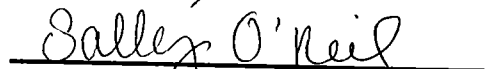
The Town of Roxbury is responsible for the use of its Federal Tax I.D. Number. The Town is also responsible for the use of any grant monies received by Town organizations, i.e. The Roxbury Free Library, The Roxbury Volunteer Fire Department, The Roxbury Historical Society and may be audited by the funding source at any time to ensure proper use of granted funds. Any Town organization that uses its own Tax I.D. Number is not subject to this policy.

To insure that the Town of Roxbury Tax I.D. Number is used appropriately when making grant applications, the following procedures will be followed:

- a) The Selectboard will be notified in advance of any grant application prior to submission.
- b) Demonstration that any matching funds required are available.
- c) Grant monies received will be turned over to the Town Treasurer for deposit in the Town General Fund account. Monies will be coded as a special fund designated to the organization which received the grant and will be used solely for that purpose.
- d) Organizations will work out details for dispersal of funds with the Treasurer.
- e) Interest accrued to the account will be credited to that account.
- f) All Organizations will be notified prior to any change in this policy.

Roxbury Selectboard


Thomas L. Frazier


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