

RESOLUTION NO. 2011-12-02

A RESOLUTION AMENDING RESOLUTION NO. 2011-012, AMENDED BY RESOLUTION NO. 2011-012-01, OF THE TOWN OF PROVIDENCE VILLAGE, DENTON COUNTY, TEXAS ESTABLISHING AN EXPENDITURE POLICY FOR THE TOWN OF PROVIDENCE VILLAGE AND PROVIDING FOR THE FISCAL MANAGEMENT OF THE TOWN AND MODIFYING THE AUTHORITY LIMITS FOR THE TOWN MANAGER AND TOWN SECRETARY TO MAKE MINOR EXPENDITURES; PROVIDING FOR AN EFFECTIVE DATE; CHANGING THE REQUIRED SIGNATORIES ON CHECKS; AND ORDAINING OTHER PROVISIONS RELATED TO THE SUBJECT MATTER HEREOF.

WHEREAS, pursuant to Chapter 102(b) of the Texas Local Government Code, the Town Manager is the Budget Officer of the Town; and

WHEREAS, pursuant to Article IV of the Town of Providence Village Home Rule Charter, the Town Manager is the Chief Executive Officer of the Town, and as such shall at all times ensure that the laws and ordinances of the Town are properly carried out; and

WHEREAS, the Town Manager is required by law to regularly give the Town Council information necessary for conducting public business, and shall recommend to the Council any measure, rule that relates to good government or improving the health and safety of the Town; and

WHEREAS, the Town Council has the authority under Chapter 51 of the Texas Local Government Code to adopt any rule or regulation that is for the good government of the Town and is necessary for the proper carrying out of the powers granted to the Town;

WHEREAS, the Town Council finds that Town efficiency and effectiveness will be improved with the establishment of clear rules and procedures regarding expenditures of public funds; and

WHEREAS, the Town Council finds that the Town Manager and the Town Secretary's shall have approval authority for expenditure of funds necessary for the day-to-day operations; and

WHEREAS, the Town Council finds that the number of signatories required on a Town check in order to draw upon Town bank accounts should be set to two signatures.

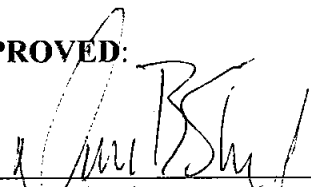
NOW, THEREFORE, BE IT HEREBY RESOLVED by the Town Council of the Town of Providence Village, Texas:

- A. Town funds may only be expended in accordance with the duly-approved Town budget. The budget may be amended for municipal purposes in accordance with state law. Exceptions may be made for documented emergencies.

- B. Two (2) signatures shall be required on any Town check in order to draw upon Town bank accounts. Signatories are to be the Town Treasurer and the Town Manager. The signature of the Mayor may be used in the absence of either the Town Treasurer or Town Manager.
- C. The Town Manager is authorized to expend funds on behalf of the Town, not to exceed a combined total of three thousand five hundred dollars (\$3,500.00) per month without first obtaining prior approval of the Town Council unless the situation constitutes an emergency.
- D. The Town Secretary is authorized to expend funds on behalf of the Town, not to exceed a combined total of one thousand five hundred dollars (\$1,500.00) per month without first obtaining prior approval of the Town Council.
- E. Town Secretary shall receive and retain all receipts and invoices documenting the expenditure of Town funds by all Town officials. Notification of expenditures made without prior Town Council approval shall be reported to the Town Secretary within forty-eight (48) hours of the expense being incurred.
- F. No person may apply for a credit card, debit card, or any type of account with a financial institution, without first receiving the prior approval of the Town Council.
- G. The Town Secretary shall submit to the Town Council an accounting of accounts receivable and accounts payable prior to the regular meeting.
- H. Any Town rules or regulations that contradict this policy are hereby repealed to the extent of such conflict.
- I. If any portion or provision in this policy is found by a court or administrative agency to be unlawful, the unlawful provisions shall be constructively stricken and the remaining portions of the policy shall be given full weight and effect.
- J. This policy takes effect immediately upon enactment.

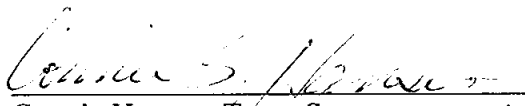
PASSED AND APPROVED on this the 7th day of July, 2015, at which a quorum was present.

APPROVED:



David B. Shuck, Mayor

ATTEST:



Connie Hansen, Town Secretary

