

ORDINANCE NO. 2005-004

An ordinance to establish procedures and controls and to provide accountability for the expenditure of city funds.

BE IT ORDAINED BY THE TOWN COUNCIL OF INDIAN SPRINGS VILLAGE, ALABAMA,
AS FOLLOWS:

Section 1. Pursuant to Sections 11-43-56 and 11-43-57, Code of Alabama, the Town Council shall have management and control of the finances and all of the property, real and personal, belonging to the city. The Town Council shall appropriate necessary funds for the authorized expenditures incurred by the city and by elected and/or appointed officials.

Section 2. All checks issued by Indian Springs Village shall be signed by two authorized signatories. The authorized signatories are the Mayor, Town Clerk and Town Treasurer. No signatory shall be authorized to sign a check that he/she is to be the recipient thereof. All checks issued shall be so noted on the monthly financial report submitted to the Town Council. The Town Council shall be responsible to review all expenditures on the monthly financial report and to vote on the acceptance and approval of the report. Council members not voting to approve should state their objections for the record in the meeting minutes.

Section 3. The Town Council hereby authorizes the Mayor, at his discretion, to make expenditures, not to exceed five hundred dollars (\$500.00) on each transaction, for town supplies, equipment and conduct of town business without prior approval. Other than the exception stipulated in this section, any expenditure above five hundred dollars (\$500.00) on any transaction must be pre-approved by the council. In the event the Mayor deems an expenditure to be an emergency, he may proceed with the transaction and exceed the five hundred dollars (\$500.00) limitation. Within twenty four (24) hours after addressing the emergency, the Mayor shall notify the Town Council by telephonic or electronic means. Any emergency transaction made as described in this section shall be explained and substantiated at the subsequent town council meeting.

Section 4. Before a check can be issued to any person, firm or corporation, an acceptable invoice, bill, work slip, sales receipt or other documentation, or authorization from the Town Council, must be presented to the Town Clerk along with a written description of the work performed. If an invoice is from other than a licensed contractor and consists of material and/or labor charges, sales receipts itemizing the material charges must accompany the invoice. The person presenting the invoice must certify in writing that to the best of his/her ability the labor charges are accurate.

Entertainment expense vouchers must include the names of all individuals involved, their titles, organizations, the purpose and date of the meeting and a brief description of what was discussed and/or accomplished. All expense reports will include detailed descriptions of the expenditures including supporting receipts.

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Section 5. An exception to Section 4 above shall be permitted, if approved by the Mayor, if the purchase of particular items have been pre-approved by the Town Council, but the exact cost has not been determined. As soon as practical after the transaction is completed, sales receipts, check number and other pertinent documentation must be presented to the Town Clerk.

Section 6. The Town Clerk is hereby authorized to remit payment, in accordance with procedures outlined in Section 2 above, of all periodic utility bills, insurance premiums, maintenance bills, property upkeep contractual obligations and other town obligations of a recurring nature.

Section 7. Expenditure of city funds and/or costs incurred by the city which are initiated by an elected or appointed town official, shall be reconciled on a timely basis.

Section 8. Approval by the Town Council of an annual budget to appropriate funds for various expenditures shall not provide discretionary powers to the Mayor or Town Council to expend city funds. The Town Council must approve expenditures of city funds except those stipulations provided in Sections 3, 4 and 6 above.

ADOPTED: This 21st day of June, 2005.

Herb Robins
Herb Robins - Council Chairman Pro Tem

APPROVED: This 21 day of June, 2005.

Steve Zerkis
Steve Zerkis - Mayor

ATTESTED: This 21st day of June, 2005.

Shirley Church
Shirley Church - Town Clerk