

**Resolution No. 2020-12**

**A RESOLUTION OF THE CITY OF CLARKSVILLE, TEXAS AUTHORIZING THE CITY COURT/FINANCIAL CLERK TO ACCESS THE BANK ACCOUNTS ALLOWING PERFORMANCE OF FINANCIAL DUTIES AS IT RELATES TO THE FUNCTIONALITY OF THE FINANCE OFFICE FOR THE CITY AND PROVIDES FOR AN EFFECTIVE DATE.**

**WHEREAS**, the 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 City and is necessary for the proper carrying out of the powers granted to the City; and

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

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLARKSVILLE, TEXAS THAT:**

**Section 1.** City funds may only be expended in accordance with the duly approved City budget. The budget may be amended for municipal purposes in accordance with state law. Exceptions may be made for documented emergencies.

**Section 2.** The Court/Finance Clerk, Berenice Armenta, does not have signatory authority on any accounts associated with the City, but only viewable access to the online bank statements and approval of the ACH upload for the purposes of payroll. Two (2) signatures shall be required on any City check in order to draw upon City bank accounts. All signatories are discussed and outlined in a separate resolution.

**Section 3.** The City Secretary and/or Court/Finance Clerk, Berenice Armenta, shall receive and retain all receipts and invoices documenting the expenditure of City funds by all City officials. Notification of expenditures made without prior City Council approval shall be reported to the City Manager within forty-eight (48) hours of the expense being incurred.

**Section 4.** No person may apply for a credit card, debit card, or any type of account with a financial institution, without first receiving prior approval of the City Council.

**Section 5.** Any City rules or regulations that contradict this policy are hereby repealed to the extent of such conflict.

**Section 6.** 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.

**Section 7.** This resolution becomes effective upon its passing.

**PASSED AND APPROVED** this 13<sup>th</sup> day of January 2020 at a special meeting of the City Council of the City of Clarksville, there being a quorum present by 6 ayes and 0 nays and approved by the Mayor on the date above set out.

Attested:

  
Ann Rushing, Mayor

  
Julie Arrington, City Manager