

CITY OF COFFEE CITY, TEXAS

RESOLUTION NO. 20110509-1

CITY EXPENDITURE POLICY

A RESOLUTION ESTABLISHING A CITY EXPENDITURE POLICY FOR THE CITY OF COFFEE CITY AND PROVIDING FOR THE FISCAL MANAGEMENT OF THE CITY AND ADDRESSING THE AUTHORITY OF THE MAYOR, TO MAKE MINOR EXPENDITURES.

WHEREAS, pursuant to Chapter 102 of the Texas Local Government Code the Mayor is the Budget officer of the city; and

WHEREAS, pursuant to Chapter 22 of the Texas Local Government Code
The Mayor is the Chief Executive Officer of the City, and as
Such shall at all times ensure that the laws and ordinances of
The City are properly carried out; and

WHEREAS, the Mayor is required by law to regularly give City Council
The 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
City; and

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 will be improved with
The establishment of clear rules and procedures regarding
Expenditures of public funds.

NOW THEREFORE, be it hereby resolved by the Council of the City of
Coffee City,

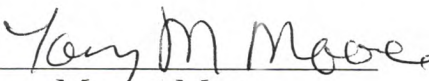
- A. City funds may be expended in accordance with the duly approved City budget. The budget may be amended for municipal purposes in accordance with state law. Exceptions may be made for documented emergencies. An Emergency is an unforeseen event generating a budgeted or unbudgeted expense greater than \$1,000.00. A purchase order is to be approved

and signed by the Mayor in advance for each expense generated during the month that has not already been approved by the Council.

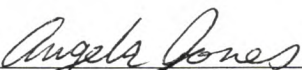
- B. The Mayor is Authorized by this Resolution to Expend Funds on behalf of the City, not to exceed \$500.00 for any single purchase, and not to exceed \$1,000.00 accumulative per month, without obtaining prior approval of the Council, unless the situation Constitutes An Emergency.
- C. City Secretary 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 Secretary within forty-eight (48) hours of the expense being incurred.
- D. 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 City council.
- E. The City Secretary shall submit to the City Council an accounting of accounts receivable and accounts payable prior to the regular meeting.
- F. Any City rules and regulations that contradict this policy are hereby repealed to the extent of such conflict.
- G. If any portion or provision in this policy is found by a court or administration agency to be unlawful, the unlawful provisions shall be constructively stricken and the remaining portions shall be given full weight and effect.
- H. This policy takes effect immediately upon enactment.

PASSED AND APPROVED on this _____ day of May 9, 2011.

CITY OF COFFEE CITY


Tony Moore, Mayor

ATTEST:


Angela Jones, City Secretary