

CITY OF CENTRAL

Disbursement Policy

Policy

Good controls over disbursements require appropriate checks and balances; therefore, more than one individual should be involved in the disbursement functions. Any personal use or misappropriation of assets of the municipality will result in termination of employment and possible legal action.

- Purchases are initiated by the Mayor or Chief of Police, or their respective designee. Purchase requisitions and/or purchase orders are not required.
- All City of Central invoices must be approved by the Mayor or the Executive Assistant. All Central Police Department invoices must be approved by the Chief of Police or the Assistant Chief of Police. Exception: Monthly invoices with the same amount due each month (i.e., rent on storage unit, copier lease payments, rent for meeting room, City Clerk services, City Services contractor, etc.) and all utilities bills (i.e., electricity, internet, cable, water and sewer, telephone etc.) do not require approval.
- Disbursements shall made by check. Cash payments are prohibited.

Certain ACH drafts are permitted. Permissible drafts include payments for utilities, payroll and associated payroll expenses (i.e. taxes and processing fees), merchant service charges, or other similar expenses.

- The accounts payable/disbursement function shall be centralized in the Central Municipal Services office and shall be under the supervision of the City's Finance Director.
- The supply of blank/unused checks is to be maintained under lock and access restricted to only authorized personnel.
- All documentation (i.e., purchase orders, receiving reports, invoices) supporting a disbursement must be attached to the check(s) when presented for signatures.
- The Mayor and one councilman shall sign all checks for the City of Central. (Note: The municipal clerk is prohibited from signing checks.).
- All documentation (i.e., purchase orders, receiving reports, invoices) supporting a disbursement should be attached to the check and shall be maintained by the Financial Services Manager.

Procedures

1. All City of Central invoices must be approved by the Mayor or the Executive Assistant and all Central Police Department invoices must be approved by the Chief of Police or the Assistant Chief of Police before payment is submitted.

2. If applicable, a New Vendor Setup Form will be completed by the Financial Manager. The New Vendor Setup Form along with a signed Form W-9, Request for Taxpayer Identification Number and Certification, (unless it is a reimbursement), will be submitted to and added by someone other than the person entering invoices and issuing checks.
3. The Financial Services Manager will ensure budgeted funds are appropriated, issue checks for approved invoices and obtain proper check signatures.
4. After signatures are obtained, the Central Municipal Services office will mail all checks and/or supporting documentation to the respective vendor. All checks and supporting documentation will be scanned for record retention.

Monthly Disbursement Reporting

A monthly disbursement report shall be presented to the Council at the first regular meeting of the following month.

Escheated Funds

The City of Central will comply with the provisions of Louisiana Revised Statutes 9:151 through 9:182 for unclaimed property.

CITY OF CENTRAL

Mayor

Date

Chief of Police

Date

Reviewed By:

Finance Director

Date

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ⁱAdopted by Resolution 2018-14 on June 26, 2018; Revised by Resolution 2019-42 on June 11, 2019; Revised by Resolution 2020-___ on June 23, 2020.