

RESOLUTION NO. 413

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BROOKINGS
ESTABLISHING A PROCEDURE FOR THE DISBURSEMENT OF FUNDS.

WHEREAS, the City Charter requires that the Recorder sign all orders on the Treasury and the Mayor, or President of the Council acting as Mayor, also sign all orders on the Treasury; and

WHEREAS, it is believed that the City Recorder should have a sufficient knowledge of departmental and other expenses, of budgetary allowances, and of cash availability;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Brookings, that the City Recorder, when signing orders on the Treasury acknowledges the payment is consistent with the budget as adopted by the City Council and that there are sufficient funds within the Treasury.

BE IT FURTHER RESOLVED that the Mayor or the President of the Council acting as Mayor, having signed an order on the Treasury, has acknowledged approval of a disbursement which is consistent with Council policy and provided for in the adopted budget.

BE IT FURTHER RESOLVED that any request for payment not consistent with the adopted City budget, not approved by the City Recorder and/or Mayor, or one that may not be considered a "normal" expenditure is to be submitted by the City Recorder to the Council for review. Expenditures that will be submitted for City Council review prior to payment include expenditures for which the City Recorder and Mayor have concluded that no appropriation has been made by the City Council or for which no cash is available, new equipment purchases, use of reserve or capital improvement funds, and all expenditures covered by the public contract review board ordinance or Oregon Revised Statutes relating to awarding of public contracts.

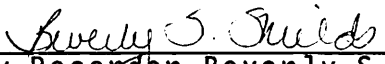
BE IT FURTHER RESOLVED that a disbursement list of orders signed by the Mayor, or President of the Council acting as Mayor, and City Recorder become an attachment to the official Financial Reports, which shall be presented monthly to the City Council.

PASSED AND ADOPTED by the Mayor and City Council of the City of Brookings this 21ST day of SEPTEMBER, 1987.



Mayor Bob Kerr

ATTEST:



City Recorder Beverly S. Shields