

CHAPTER 11

FINANCIAL ADMINISTRATION

SECTION:

- 1-11-1: Financial Officer; Appointment
- 1-11-2: Expenditures Approved
- 1-11-3: Reports Required

1-11-1: **FINANCIAL OFFICER; APPOINTMENT:** The City Recorder is hereby appointed as the City Financial Officer to perform the duties authorized by this Chapter and Utah Code Annotated section 10-6-158, as amended, and any provisions of the Utah Code subsequently adopted which may supplement, amend or replace the referenced section 10-6-158. (Ord. 96-02, 9-24-1996)

1-11-2: **EXPENDITURES APPROVED:**

- A. Payroll; Routine Expenditures: The Financial Officer is hereby authorized to approve the following:
 - 1. Payroll Checks: Payroll checks, if the checks are prepared in accordance with a salary schedule established in a personnel ordinance or resolution; or
 - 2. Routine Expenditures: Routine expenditures, such as utility bills, payroll-related expenses, supplies, materials and payments on City-approved contracts and capital expenditures which were referenced in the budget document and approved by an appropriation resolution adopted for the current fiscal year.
- B. Included Expenditures: The authorization contained in this Chapter is intended to include, among other similar expenditures, all payroll checks for employees with previously approved and established salaries or hourly wages, payments to previously approved contract employees, payments for the deposit of Federal and State social security and income tax withholdings, payments to the Utah State Retirement System for retirement contributions and disability insurance, payments for worker's compensation benefits, payments on existing bonded indebtedness, payments for the lease of vehicles and other equipment when such leases have been previously approved by the City Council, payments for services received from other governmental agencies, such as payments to Logan City for sewer services, payments to the Cache County Service Area for trash collection services, payments to the Cache County Auditor for County dispatch services, required payments to the State for court fines and inspection fees, payments, advances and reimbursements for authorized travel, training and per diem expenses of City officers and employees, authorized by the City Council. (Ord. 96-02, 9-24-1996; 1998 Code)

1-11-3: **REPORTS REQUIRED:** The Financial Officer shall provide reports at least quarterly to the Mayor and City Council regarding expenditures approved and payments made by the Financial Officer. The reports shall be in form designated by the Mayor and City Council. (Ord. 96-02, 9-24-1996)