

CITY OF WINK

RESOLUTION No. 242

EXPENDITURE POLICY

**A RESOLUTION ESTABLISHING AN EXPENDITURE POLICY FOR THE CITY OF WINK AND PROVIDING FOR THE FISCAL MANAGEMENT OF THE CITY AND ADDRESSING THE AUTHORITY OF THE MAYOR, CITY SECRETARY, POLICE CHIEF, AND PUBLIC WORKS SUPERVISOR 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 the City Council 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 intends to diligently pursue adoption of a City budget and recognizes there may be minor administrative start-up costs prior to adoption of the City's first budget (including office supplies & liability insurance); and

**WHEREAS**, the Council has the authority under Chapter 51 of the Texas Local Government Code to adopt and 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 hereby resolved by the Council of the City of Wink,

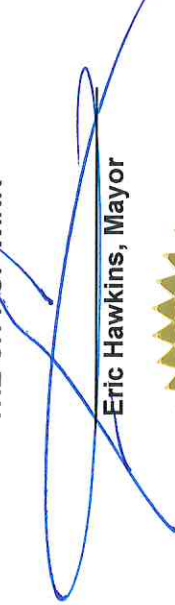
- A. City funds may only be expended in accordance with the duly-approved city budget. The budget may be amended for municipal purposes in accordance with state law. Exceptions may be made for documented emergencies.
- B. Two (2) signatures shall be required on any City check in order to draw upon City bank accounts. Signatories are to be the Mayor, Mayor Pro-Tem, City Clerk, and the City Secretary.
- C. The Mayor is authorized to expend funds on behalf of the City, not to exceed a total amount of two thousand dollars (\$2,000) per purchase without first obtaining prior approval of the City Council unless the situation constitutes an emergency.
- D. City Secretary, Police Chief, and Public Works Supervisor are authorized to expend funds on behalf of the City, not to exceed a total amount of one thousand dollars (\$1,000) per purchase or up to two thousand dollars (\$2,000) with prior approval from the Mayor. Prior approval from the City Council is required on all one time expenditures over two thousand dollars (\$2,000) unless the situation constitutes an emergency.
- E. Authority is given to the Mayor to make transfers between accounts within each of the departments as a result of unusual and unforeseen increases or decreases in individual accounts during the administration of the fiscal year, provided that all expenditures are for legitimate and legal purposes. The

total amount in the budget for each department shall not be increased without approval of the City Council.

- F. 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.
- G. 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.
- H. The City Secretary shall submit to the City Council an accounting of accounts receivable and accounts payable during the regular meeting.
- I. Any City rules or regulations that contradict this policy are hereby repealed of the extent of such conflict.
- J. 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.
- K. This policy takes effect immediately upon enactment.

**PASSED AND APPROVED, this 12<sup>th</sup> day of November 2024.**

THE CITY OF WINK



Eric Hawkins, Mayor

ATTEST:



Gina Funderburg, City Secretary

