

**CITY OF WESTWOOD, KANSAS
RESOLUTION NO. 90-2021**

A RESOLUTION OF THE CITY OF WESTWOOD, KANSAS, ADOPTING A FINANCIAL AND PURCHASING POLICY.

WHEREAS, the City of Westwood desires to adopt a financial and purchasing policy for use as reference by City employees in furtherance of administering the affairs of the City;

WHEREAS, the guidelines in this policy promote efficiency, effectiveness, equity, and fairness in financial management and public purchasing; and

WHEREAS, this policy is intended to be reviewed and updated from time to time by the City Council to ensure its continued benefit to the operations of the City of Westwood.


NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF WESTWOOD, KANSAS:

SECTION 1. The City Council does hereby adopt the Financial and Purchasing Policy attached hereto as Exhibit A and incorporated herein by reference in its entirety.

SECTION 2. The administrative officers of the City shall develop such further administrative procedures and take such actions to implement this Resolution as may be reasonably necessary.

SECTION 3. The Resolution shall take effect upon its approval by the City Council.

ADOPTED by the Governing Body of the City of Westwood, Kansas, this 11th day of March, 2021.



David E. Waters, Mayor

ATTEST:



Leslie Herring, City Clerk

APPROVED AS TO FORM AND LEGALITY



Ryan B. Denk, City Attorney



FINANCIAL AND PURCHASING POLICY

ADOPTED BY THE WESTWOOD CITY COUNCIL
March 11, 2021

Accounting, Auditing, and Financial Reporting Policy

- A. The City will establish and maintain accounting records in such a manner that reports may be issued on a basis consistent with statutory requirements.
- B. The City will maintain a record of fixed assets which identifies all material City assets, except for general infrastructure assets. General Infrastructure assets are assets such as streets and drainage facilities which, if properly maintained, have an indeterminate life.
- C. The City will contract for an annual audit of City accounting records. The audit shall be conducted in accordance with the Kansas Municipal Audit and Accounting Guide as well as the Federal Single Audit Act, if required.
- D. The City will comply with all financial reporting requirements set forth in Kansas law, including publishing annually, in January, the City's financial statements showing, by fund for the previous year: beginning and ending balances, receipts, and expenditures along with obligation/liability information.
- E. The City Treasurer will provide the City Council with a yearend summary (unaudited) financial report within 90 days of the end of the fiscal year. Monthly financial reports shall also be provided to the City Council within 20 days of the end of each month.

General Accounting

Journal Entries

- A. Budgeted interfund transfers shall be planned in the annual budget submitted to the State and so approved by the City Council. Operationally, they shall be performed by the City Clerk, reviewed by the City Treasurer, and approved by the City Council by appropriations ordinance in the month in which they occur. Every effort should be made to coordinate transfers between funds in December and June of each year.
- B. Coding/line item reclassifications shall be performed as needed by the City Clerk and reviewed by the City Treasurer. These journal entries shall be reflected in the account and fund totals on the monthly Treasurer's Report as accepted by the City Council during the course of regular monthly business agendas.

Encumbrances

An employee or officer of the City may not obligate the City to make payment for goods, services or any other purpose, until it has been determined that funds are actually available in the proper account for the specific purpose (each department is responsible for determining the availability of funds). As such, an encumbrance must occur prior to disbursement of funds. Once funds have been encumbered, they cannot be expended for anything other than what was authorized under the original encumbering authority.

Encumbrances are to be created by purchase order approved by Department Heads in alignment with the adopted purchasing policy, included in this document. Funds shall be disencumbered using the same authority and approval process from which they were originally created (i.e. upon request of the Department Head with approval of either the City Clerk or the City Council, depending on purchasing authority outlined in the purchasing policy).

City departments may disencumber and re-encumber funds within the same fiscal year. Prior-year encumbered funds may not be increased but may be disencumbered by a City department. Exceptions to this rule are continuing appropriations (e.g. expenditures budgeted in funds outside the General Fund, which are carried forward to the next budget year) which may be increased or decreased. Prior-year disencumbered funds may only be reprogrammed by the Mayor and City Council. At the end of a fiscal year, all unencumbered funds will revert to General Fund balance carryforward (i.e. reserve balance).

If the funds are not disencumbered, they will continue to be regarded as obligated balances, thereby reducing the available unobligated account balances. Consequently, the timely disencumbrance of funds is necessary to reflect an accurate and updated status on the availability of funds. As a general rule, any encumbered funds that remain unspent by June 30th of each year shall be reverted to the General Fund balance carryforward (i.e. reserve balance). Material long-term contracts are exceptions to this rule.

Fund Management

Special Highway Fund

Purpose

To construct, reconstruct, alter, repair, and maintain the streets and highways of the city and for the payment of bonds, and interest thereon.

Statutory Authority

K.S.A. 12-1,119; K.S.A. 68-590; K.S.A. 79-3425c(c)

Establishing Ordinance

Unknown. State statute passed in 1987; no ordinance on file for Westwood.

Revenue Sources

- Motor Vehicle Fuel Tax/Special Highway Funds, received from the County on or after January 15, April 15, and October 15 of each year; and
- City Connecting Links/State Highway Maintenance distributions, received from the State on or after January 1, April 1, July 1, and October 1; State-established amount per lane mile for Rainbow Blvd. (approximately 3 miles).

Allowable Expenditures

- The construction, reconstruction, alteration, repair, and maintenance of streets, sidewalks, and highways
- Payment of bonds for such activities

Operational Management

Budgeting – Annual fund activity shall be shown on the state budget form of the City for the information of the taxpayers.

Coding – Expenditures for eligible projects should be coded to this Fund based on resource availability. Projects funded across multiple funds should be tracked by project number assigned by the City Clerk so as to ensure comprehensive project accounting. City Connecting Links/State Highway Maintenance distributions are to only be utilized for construction, reconstruction, alteration, repair and maintenance on Rainbow Blvd. (US-169 Hwy) within the City of Westwood

Transfers – Annual transfer from the Special Highway Fund to the Capital Improvement Fund budgeted to cover eligible project costs for planned/programmed projects.

Reserve Target – There is no reserve target for this fund.

(Special) Law Enforcement Trust Fund

Purpose

For deposit of proceeds of sale and any monies forfeited when the police department is involved in the investigation and seizure of illegal controlled substance activity.

Statutory Authority

K.S.A. 60-4117

Establishing Ordinance

732, approved February 9, 1989

Revenue Sources

- Any remaining proceeds of sales of property which is not required by law to be destroyed and which is not harmful to the public, and following disposition of proceeds in the manner set forth by state law pursuant to K.S.A. 60-4117(c).

Allowable Expenditures

Expenditures are allowed only upon approval of the Governing Body and for only the following purposes:

- Defraying costs of protracted or complex investigations;
- Providing additional technical equipment or expertise;
- Providing matching funds for federal grants; and
- Other law enforcement purposes deemed appropriate by the Governing Body.

Operational Management

Budgeting – This fund is not budgeted. Neither the Police Department nor Governing Body shall anticipate future forfeitures or proceeds therefrom in the adoption and approval of its annual budget.

Reporting – Pursuant to Westwood Ordinance No. 732, should there be proceed in this fund, a quarterly report shall be submitted by the Police Department to the Governing Body specifying the type and approximate value of any forfeited property received and the amount of any proceeds received. Pursuant to K.S.A. 60-4117(d)2, the Police Department shall submit annually a special law enforcement trust fund report to the State of Kansas and such report shall specify, for such period, the type and approximate value of the forfeited property received, the amount of any forfeiture proceeds received, and how any of those proceeds were expended.

Transfers – The Governing Body may transfer amounts not needed, by adoption of a resolution, to the originating fund. Transfers into this Fund may include the equivalent of the annual depreciation on any given piece of equipment necessary to replace the used item when necessary.

Reserve Target – There is no reserve target for this fund.

Equipment Reserve Fund

Purpose

To finance the acquisition of equipment.

Statutory Authority

K.S.A. 12-1,117

Establishing Ordinance

752, approved August 21, 1991

Revenue Sources

- Proceeds of sales of surplus equipment;
- Grant proceeds; and
- Budgeted transfers from:
 - General Fund.

Allowable Expenditures

New and replacement equipment, including:

- Machinery;
- Vehicles;
- Computer hardware and software; and
- Any other equipment or personal property which the City is authorized to purchase for municipal purposes.

Operational Management

Budgeting – Adopt a five (5) year Equipment Replacement Plan during the annual budget process. Annual fund activity shall be shown on the state budget form of the City for the information of the taxpayers. This is a non-budgeted fund and, as such, budget authority is not annually adopted.

Coding – Revenues and expenditures from this fund shall be tracked by operating department. Generally, equipment with less than a five (5) year usable life or with a current value of less than \$10,000 should be acquired through the City’s operating budget.

Transfers – The Governing Body may transfer amounts not needed, by adoption of a resolution, to the originating fund. Transfers into this Fund may include the equivalent of the annual depreciation on any given piece of equipment necessary to replace the used item when necessary.

Reserve Target – The reserve target for this fund is a minimum of 30% of the following fiscal year’s revenue.

Capital Improvements Fund

Purpose

To fund the City’s adopted multi-year capital improvement plan (CIP), setting forth the public improvement and infrastructure needs of the City on a prioritized basis.

Statutory Authority

K.S.A. 12-1,118

Establishing Ordinance

935, approved August 15, 2013

Revenue Sources

- 10 year ½-cent special sales tax (October 2018 – September 2028);
- Budgeted transfers from:
 - General Fund,
 - Special Highway Fund (including City Connecting Links/State Highway Maintenance distributions), and
 - Stormwater Utility Fund – amount shall reflect stormwater related project expenses;
- Year-end interfund transfers from operating budgets as recommended by City staff to be applied to reserve balance
- Intergovernmental cost share/aid proceeds (e.g. Johnson County CARS, State of Kansas KLINK);
- Grant proceeds;
- Reimbursements from bond proceeds, when active; and
- Special assessments, when active.

Allowable Expenditures

- Repair, restoration, and rehabilitation of existing public facilities;
- Engineering and other advance public improvement plans and studies; and
- Cost of issuance of debt issues for capital projects.

Operational Management

Budgeting – Adopt a five (5) year Capital Improvement Plan during the annual budget process. This is a non-budgeted fund and, as such, budget authority is not annually adopted.

Coding – Revenues and expenditures from this fund shall be tracked by project.

Transfers – The Governing Body may transfer amounts not needed, by adoption of a resolution, to the originating fund.

Reserve Target – The reserve target for this fund is 30% of annual expenditures.

Stormwater Utility Fund

Purpose

To provide services to real property within the incorporated city limits through collection, conveyance, detention, retention, treatment, and release of stormwater.

Establishing Ordinance

Charter Ord. No. 16, approved June 13, 2013

Ord. No. 936, approved August 15, 2013

Revenue Sources

- Stormwater utility fee

Allowable Expenditures

- Costs of capital improvements to operate, construct, maintain, repair and replace the public stormwater management system;
- Administration of the stormwater utility, including payment of employee salaries;
- Debt service of the stormwater management system; and
- Payment of interest on outstanding bonds issued for construction or extension.

Statutory Authority:

K.S.A. 12-631; KSA 12-825d

Operational Management

Budgeting – Adopt an operating budget for the stormwater utility during the annual budget process. Annual fund activity shall be shown on the state budget form of the City for the information of the taxpayers.

Coding – Street sweeping and annual leaf pickup program expenses, including related equipment costs, are coded directly to this fund.

Transfers – May be transferred and merged into the General Fund or any other fund or funds of such city.

Reserve Target – The reserve target for this fund is 15% of annual expenditures.

Woodside Tax Increment/Special Allocation Fund

Purpose

Payment or reimbursement of project costs as described and set forth in the Redevelopment Agreement.

Establishing Ordinance

947, March 13, 2014 (repealed by Ord. No. 949)

949, June 12, 2014

Revenue Sources

- 1.1% CID [1] sales tax (on sales generated within Woodside Village and Woodside Club); and
- 0.9% CID [2] sales tax (on sales generated within Woodside Club, only).

Pursuant to the Redevelopment Agreement, two separate, segregated accounts shall be maintained by the City Treasurer for the following revenue sources:

1. *100% of the City's Incremental Real Property Taxes shall be deposited into the Real Property Taxes Account within the Special Allocation Fund,*
 - a. *Increment of property tax above base, established at \$848,874 in the 2013 redevelopment plan; and*
2. *40% of the City's Incremental Sales Taxes shall be deposited into the Sales Tax Account within the Special Allocation Fund,*
 - a. *40% of the City's local sales tax increment generated within the project area for the full term that the redevelopment plan is in place; base sales approximated to be \$4,918,787 as of the year prior to adoption of 2013 redevelopment plan.*
 - b. *This sum is calculated based upon the sales and use tax collected from businesses within the TIF project area, and does not include the City's portion of county sales tax receipts, nor any active special sales tax, nor does it include CID sales tax receipts or receipts.*
 - c. *The remaining 60% of the City's Incremental Sales Taxes are the City's to use at its discretion.*

Allowable Expenditures

- Reimbursable project costs detailed in the 2013 redevelopment plan include: sitework, parking, infrastructure construction, and interest;
- Repayment of bonds:
 - Series 2014 SO Tax Increment (TIF) Revenue Bonds in the principal amount of \$3,150,000;
 - Series 2014A & 2014B Community Improvement District (CID) Revenue Bonds in the principal amount of \$1,700,000; and

Payment of interest on the bonds.

Statutory Authority:

The Kansas Tax Increment Redevelopment Act, K.S.A. 12-1770 *et seq.*, as amended.

Operational Management

Budgeting – This Fund is not subject to statutory debt limitation or restriction and therefore does not need to be published on the state budget form.

Coding – Only expenditures to be coded to this Fund are disbursements to UMB.

Transfers – Annually, as a year-end transfer from the General Fund, the City Treasurer shall transfer 40% of the City’s local sales tax increment generated within the project area for the full term that the redevelopment plan is in place; base sales approximated to be \$4,918,787 as of the year prior to adoption of 2013 redevelopment plan. These tax proceeds are then disbursed to the bond holder.

Reserve Target – There is no reserve target for this fund.

Expiration – Except for CID Sales Taxes as set forth in the Redevelopment Agreement, no Real Property Taxes or Sales Taxes shall be collected within the Special Allocation Fund after that date which is twenty (20) years from the date of the approval of the Redevelopment Project Plan by the City Council.

Bond & Interest Fund/Debt Service Reserve Fund

Purpose

To repay the City’s general obligation debt as well as capital lease purchase payments.

Statutory Authority

K.S.A. 10-113

Establishing Ordinance

Resolution No. 79-2020

Revenue Sources

- ½ mill, deposited directly; and
- Budgeted transfers from:
 - General Fund,
 - Capital Improvement Fund, and
 - Stormwater Utility Fund (amount shall reflect stormwater related project expenses).

Allowable Expenditures

- Interest and principal on lease purchase agreements
- Interest and principal on bond payments for public capital projects

Operational Management

Budgeting – Annual fund activity shall be shown on the state budget form of the City for the information of the taxpayers.

- Coding – Following the establishment of a sales tax trend, a corresponding amount of sales tax should be directly deposited into the debt service fund from the State.

Transfers – Annual transfer from the Capital Improvement Fund and Stormwater Utility Fund budgeted to cover debt payments. Should the City Council wish to pay down a debt issuance more expediently, annual transfers should be adjusted during budget adoption to pay down additional principle or interest.

Reserve Target – There is no reserve target for this fund. The fund should be budgeted to cover budgeted expenditures only, to enable flexibility of City resources.

Debt Management Policy

- A. The City will confine long-term borrowing to capital improvements which have an extended service life to the community, or to the acquisition of real property in situations where the City Council believes the acquisition of that property to be advantageous for purposes of carrying out objectives of the City's strategic plan.
- B. The City may use short-term debt (up to four years maturity) for bond anticipation purposes, or for the purposes of financing capital improvements for which it is not practicable to rely on cash financing, and for which long term debt is not deemed to be appropriate. Upon maturity of temporary notes, they should either be rolled into a longer term bond issuance or otherwise paid off.
- C. The City will follow a policy of full disclosure on every financial report and preliminary or official statement used to evaluate the City's financial condition for bond rating or investment purposes.
- D. General Obligation debt may be used for enterprise activities (including stormwater improvements), providing the specific enterprise fund makes the debt service payments on the bonds.
- E. General Obligation Bonds (City at-large portion) will normally be issued with a maturity similar to the life of the project funded not to exceed 20 years. The District portion for Special Assessment Bonds may not exceed the life of the GO Bond. Revenue Bonds or GO bonds for which enterprise revenue has been pledged, will be issued with a maturity not to exceed 40 years.
- F. General Obligation Bonds shall be issued with approximately level principal payments. Revenue Bonds shall be issued with approximately level debt service payments.
- G. The City will review the necessity of an application for a bond rating for every bond issue, and make all reasonable efforts necessary to maintain the City's bond ratings and seek upgrades when financial conditions merit.

The limit to debt issued by the city is equal to 30% of the total equalized assessed tangible valuation of the City.

Purchasing Policy

Purposes

- A. Encourage procurement of goods and services for use by the City of Westwood on the basis of the best necessary quality at the least cost (best value).
- B. Provide for ready availability of goods and services to support timely and effective service delivery, with a minimum of cumbersome procedure.
- C. Maintain a competitive private sector purchasing environment for the City of Westwood.
- D. Provide for appropriate budgetary control and financial oversight of the procurement process.

General

- A. In the interests of eliminating delays in service provision, the City will use a de-centralized purchasing system by which individual departments may make operational purchases independent of a central designated procurement coordinator, subject to the control of this policy, and, within that, at the discretion of the Department Head.
- B. Departments of the City are encouraged and expected to coordinate the purchase of similar items. Bulk or large quantity purchasing is encouraged in those areas where storage space is available, and inventory can be controlled.
- C. Any single purchases made in excess of \$500 are to have prior authorization of the Department Head and are subject to the further general oversight of the City Clerk. The Department Head's signature on the invoice, purchase order, or vendor quote shall be considered as an affirmative statement that they have reviewed all items on such purchasing commitment. As such, the invoice, purchase order, or vendor quote is required to be signed by the Department Head in all cases. Staff involved in purchasing is expected to use common sense and good judgment in the application of these guidelines.
- D. All goods must be verified as received prior to processing purchase orders for payment. Packing slips or sales receipts which are received and sent to the Department Head are regarded as acknowledgment that the goods were received. The Department Heads submittal of the invoice or purchase order is an affirmative statement that the goods or services were properly ordered and received for City services.
- E. Goods and services purchased by the City are intended to provide services to the public. Diversion of materials or services purchased by the City to personal or private use (without public purpose) is considered to be misuse and will result in administrative and/or criminal justice system consequences.
- F. Where departments are spending federal grant money federal purchasing policies may supersede these policies. It is an expectation that departments maintain an awareness of when this is necessary.

Operational Purchasing

Purchases totaling less than \$500, needed in the routine course of work may be made by employees subject to the discretion and review of Department Heads. Purchases of more than \$500 but less than \$5,000 may be authorized by the Department Head.

Staff is encouraged to use informal quotes or written competitive bidding for supplies or materials acquired in bulk, or whenever appropriate in their best judgment. If taken, a tabulation of quotes shall be attached to the invoice or purchase order.

Purchases of items, material, or services less than \$5,000 in value, or when purchases of groups of items exceed \$5,000 in value, which items are of a routine operational nature and are regularly purchased by the Department, may be made by the Department Head, without prior approval of the City Council. This specifically excludes equipment purchases or purchases that are not routine needs of the Department.

For unavoidable emergency repairs to equipment, that were not planned nor expected and exceed \$5,000 in value, Department Heads may approve such expenditures but such expenditures shall be noted on the monthly Treasurer's Report for the month the emergency expenditure occurred and a full explanation of the circumstances of such emergency shall be documented in the minutes of the City Council Meeting and in the General Ledger for auditing purposes.

Non-routine, non-budgeted purchases over \$5,000 shall require the prior approval of the City Council.

Competitive Bidding

For purchases more than \$5,000 but less than \$100,000, written competitive bids or price quotations are required. Normally, a minimum of three (3) quotes should be solicited. A quote tabulation should be attached to the invoice or purchase order. These purchases shall be requested by Department Heads and contracts and purchase orders are to be approved by City Council.

Capital items that are specifically scheduled in the annual budget, and for which the cost exceeds \$100,000, shall be awarded by the City Council only after a closed bid process. The City Clerk shall solicit and receive closed bids in coordination with the Department Head.

Contracts for professional services, or similar services or items of a nature which render development of detailed specifications difficult or impossible; may be procured through the use of Requests for Proposals and negotiation of those proposals. The City Council may choose to award contracts procured by Request for Proposal based on qualifications rather than price alone.

Public works contracts exceeding \$100,000 shall be properly bonded. A surety bond shall be received from the contractor in a sum of not less than the sum total in the contract conditioned that such contractor shall pay all indebtedness incurred for labor, materials, equipment, or supplies consumed in the construction described in the contract.

Competitive bidding requirements may be satisfied through City participation in cooperative purchasing relationships which utilize competitive bidding.

Non-Competitive Bidding

Non-competitive bidding can be used when 1) The use of competitive bidding is not feasible, such as only one source is available, 2) There is a public emergency, or 3) The results of competitive bidding are inadequate.

- A. The scope of the proposed goods and/or services shall be defined as in competitive bidding. The scope will include the proposed goods and/or services, time frame, terms of compensation as defined by the City.
- B. The contract will be approved by City Council prior to executing a formal contract including bonds, if applicable. All unsuccessful bidders will be notified in writing with copies of the documentation retained in the City's files.

Purchasing Card Policy

Recordkeeping

In order to facilitate prompt payment on the account it is important that employees obtain appropriate documentation for purchases made with a purchasing card. Acceptable forms of documentation are:

- A. Itemized suppliers sales receipt.
- B. Charge slip with itemized description of the products purchased.

In any case, the documentation should clearly provide a description of the items purchased, in plain language. If it does not, the employee making the purchase should make a note describing the purchase. If needed, direction on this can be obtained from departmental supervisory staff.

Each employee cardholder will be responsible for submitting a detailed receipt for every purchase made on their card during the billing cycle. If a receipt is missing it will be the supervisor and/or employee's responsibility to locate the receipt or obtain a copy of the receipt. In the case no receipt copy is attainable, the employee who made the purchase should create a document describing the details of the purchase, which document shall be reviewed and approved by the Department Head. It is also the responsibility of the employee to ensure sales tax is not applied to the purchase on applicable sales within the state of Kansas.

Reconciling Statements

Purchasing card statements are to be reconciled to the detailed purchase records first by the employee to whom the purchasing card is issued and reviewed and approved by the Department Head before payment can be made. It is the card user's responsibility to obtain documentation for each purchase and to submit the same to the Department Head.

The Department Head is responsible for gathering that information and for presenting it to the City Clerk for reconciling it to the monthly statement.

Card Security

Each employee is responsible for the card provided to them. Any lost or misplaced cards must be reported to the Department Head immediately. The Department Head will report the lost or misplaced cards to the City Clerk.

The card is to be used for business expenditures only.

Purchases made with the card must comply with the other requirements of the City purchasing policy.

Balance Limits

The cards have been issued with initial balance limits of \$6,500. Employees that are aware that the balance is going to exceed the limit should notify the Department Head. The Department Head will contact the City Clerk to discuss obtaining a higher limit.

Changes in Staff

When an employee resigns or is otherwise separated from employment with the City of Westwood, cards in their care must be accounted for before the final paycheck is issued, as is the case with other City property.

Audit

The Department Head is responsible for ensuring that the required documentation is obtained and on file for each purchase. It is critical that any users of the card obtain sales receipts specifically identifying the nature of the purchase.

ACH Transactions and Wire Transfers

The City receives receipts and makes disbursements electronically, either through the ACH or wire transfer systems. These transactions may be initiated either by the City or by others.

For non-typical City-initiated transactions over \$100,000 in value, the City Clerk is responsible for creating the transaction and the City Treasurer is responsible for reviewing and approving such transaction prior to final disbursement.

In the case of ACH transactions and wire transfers initiated by others, it is normally (but not always) the practice for the initiating party to provide notice of the impending transaction.

All transactions are initiated by the City Clerk. Transactions initiated by outside agencies are done only upon some form of prior authorization (payroll reporting, sales tax return, etc.). Detailed documentation supporting the transactions is to be retained in the City Clerk's office.

Electronic transactions of this nature include:

- A. State provided revenue receipts (Sales Tax, Property Tax, Alcohol Tax, etc.). Notice for these are typically provided to the City Clerk, who will forward the notice to the City Clerk's receipting station to be entered as a receipt.

- B. Interest earnings.
- C. Grant proceeds from some State and Federal Agencies.

End of month procedure

Reconciliation should be completed monthly by the City Treasurer, with final approval by the City Clerk. In order to accomplish that, the following will need to happen:

- A. When the bank statement is first available, the City Treasurer will verify the credit card receipts against the statement.
- B. Interest income on the bank statement will be processed as a journal entry through the General Ledger. These entries will be approved by the City Clerk.
- C. The City Clerk will review the bank statements, and make any supplemental entries that are necessary or that have been missed during the month.
- D. Assemble the statements from the bank and the Investments report.
- E. The City Clerk will run a balance sheet for cash only and an outstanding transaction register from the financial software. The total of these reports must equal the total of the bank statements.

The following reports and information will be maintained as documentation:

- A. The final reconciliation report
- B. The bank statements
- C. The computer-generated Treasurer's Report
- D. The outstanding check register
- E. Distribution Notices from the State of Kansas, Johnson County, or other taxing jurisdictions
- F. Voided checks
- G. Insufficient fund notifications