



<b>Ordinance:</b> Expenditure Approval	<b>Effective Date:</b> 06/19/08
<b>Ordinance Number:</b> O-2008-006	<b>Revision Effective Date:</b>
<b>Responsible Party:</b> Town Council	<b>Revision Page Number:</b>



ORDINANCE  
ESTABLISHING THE TOWN OF SUMMERFIELD  
EXPENDITURE APPROVAL PROCEDURE

Adopted  
June 19, 2008

Effective  
June 19, 2008

## **ORDINANCE ESTABLISHING THE TOWN OF SUMMERFIELD EXPENDITURE APPROVAL PROCEDURE**

Be it ordained by the Town Council for the Town of Summerfield, North Carolina:

I. That this Ordinance establishes expenditure approval in conjunction with the Town of Summerfield Purchasing Policy and Procedures POL-2008-001 and in compliance with all applicable laws.

II. That the Town Manager is authorized to establish fees within the various departments and agencies for miscellaneous services and items such as copies, maps, books, etc., according to guidelines that may be administratively determined or that may be established by Town Council.

A. That in compliance with the Public Records Law, the Council establishes the following fees to receive copies of such records:

1. At the Town Offices - \$.10 per page
2. Copies of CD recordings- \$2.00 per CD

III. That the Town Manager shall have authority to execute the following contracts, provided they comply with applicable laws and Town of Summerfield policies and procedures and are within approved budgeted funds:

- A. Any lease agreement for one year or less not to exceed \$5,000 in total funds obligated; and
- B. Any contract for apparatus, supplies, materials, equipment, services, construction, or repairs obligating not to exceed \$10,000 in Town Funds, including those committing no funds.

At the Town Manager's discretion, any lease or contract described herein may nevertheless be submitted to the Council for approval. In addition, all other contracts and agreements not described herein will be submitted to Council for approval. The Town Manager, Mayor, or Mayor Pro-Tem may execute contracts duly approved by the Council. Council action approving a contract shall be deemed to authorize the expenditure and any necessary budget amendment(s).

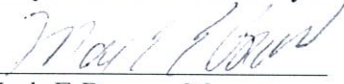
In accordance with the Town of Summerfield Purchasing Policy and Procedures, the Town Manager and Finance Officer have the authority to approve expenditures and related budget amendments in emergency situations. Council will ratify or modify the budget amendment(s) at the next scheduled Council meeting.


IV. That the General Fund undesignated fund balance should not be lower than thirty percent of the General Fund budgeted expenditures, which exceeds the Local Government Commission's recommended minimum of eight percent;

V. That the Finance Officer has the authority to transfer between financial accounts to keep funds available above the minimum depository amount requirements in the checking account and to keep amounts available for necessary invoice expenditures, and to maximize investment earnings. An investment summary must be reported to the Council at the next regularly scheduled meeting; and

VI. The effective date of this ordinance is July 1, 2008.

Adopted this the 19th day of June 2008.

  
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Mark E Brown, Mayor

  
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Valarie Halvorsen, Town Clerk