

# ORDINANCE 2020-04: AUTHORIZING WARRANTS AND ELECTRONIC PAYMENTS



April 9<sup>th</sup>, 2020

# PURPOSE

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## Background

Staff has identified various opportunities for enhancing processes and workflows.

A common theme is moving from manual to secured automated processes.

Expected to be more efficient and effective, with stronger quality and internal controls.

Initially planned for later in the year; the time needs to be moved up.

Town auditor reviewed; no concern with I/C

## Purpose

The Town is facing new challenges and this recommended code amendment is to maintain continuity of operations for paying Town obligations timely and accurately, while continuing to adhere to the Town's strong set of internal controls.

## Effective Date

If approved, it is recommended to waive the waiting period for Town Ordinances and be effective immediately.



# Table 4: Survey respondents

From January 9, 2020

Municipality	Authorized Check Signers									Threshold Method
	#1		#2		#3		#4		#5	
Phoenix	City Manager	and	City Clerk	-	-	-	-	-	-	All Checks Electronic
Scottsdale	Mayor	or	Treasurer / Chief Financial Officer	-	-	-	-	-	-	All Checks Electronic
Tempe	Deputy City Manager	and	Chief Financial Officer	-	-	-	-	-	-	All Checks Electronic
Buckeye	Mayor	and	City Manager	or	Chief Financial Officer	-	-	-	-	All Checks Electronic
Yuma (County)	Board Chair	and	Clerk of the Board	or	Chief Financial Officer	-	-	-	-	All Checks Electronic
Paradise Valley	Town Manager	or	Mayor	or	Vice Mayor	or	Deputy Town Manager	or	Town Clerk	\$25,000 Requires two Electronic
Paradise Valley	Mayor	and / or	Vice Mayor	if "or" then one of	Town Manager	or	Deputy Town Manager	-	-	Greater than \$25,000 Manual Signature

Most municipalities emphasize their strong internal controls



# AUTHORIZING PAYMENTS

# Ordinance 2020-04

Authorizing Warrants to be Paid by Check or Electronic Transfers; Authority to Sign Town Checks or Electronic Signatures; Town warrants **may be in the form of checks, automated clearing house transfers, or wire transfers that are** ~~which shall be in the forms of checks~~ drawn on the Town's bank account or accounts issued by order of the Mayor and Council **and** shall be **electronically authorized or** signed as follows:

1. For any amount that is twenty-five thousand dollars (\$25,000) or less, **two signatures (either in ink or electronically) of** any combination of the Town Manager, Chief Finance Officer, Mayor, Vice Mayor, or Town Clerk ~~are authorized to sign and countersign.~~
2. For any amount greater than twenty-five thousand dollars (\$25,000), **signatures (either in ink or electronically) by either** ~~checks shall be signed by~~ the Mayor ~~and or~~ Vice Mayor, ~~or, and~~ by ~~one of them with countersignature~~ either the Town Manager or the Chief Finance Officer **is required.**



RECOMMEND TO ADOPT  
ORDINANCE 2020-04  
AUTHORIZING WARRANTS AND  
ELECTRONIC PAYMENTS



April 9<sup>th</sup>, 2020