



Legislation Text

File #: 20-287, Version: 1

TO: Mayor Bien-Willner and Town Council Members

FROM: Jill Keimach, Town Manager
Douglas Allen, CPA

DATE: June 25, 2020

DEPARTMENT: Finance

AGENDA TITLE:

Approve Resolution 2020-24 Designating the Chief Fiscal Officer as the Town's Filing Agent for the Annual Expenditure Limitation Report for FY 2020/21

RECOMMENDATION:

Approve Resolution 2020-24 Designating the Chief Fiscal Officer as the Town's Filing Agent for the Annual Expenditure Limitation Report for FY 2020/21

SUMMARY STATEMENT:

NEW this fiscal year 2020/21 is a resolution template that all municipalities are required to use to document the CFO designation to file the Annual Expenditure Limitation Report (AELR). This required resolution is required to be provided with the form to notify the State Auditor General's Office of the individual designated to file the AELR.

ARS 41-1279.07(E) requires the Town Council to designate a "chief fiscal officer" to officially submit the AELR on the Town Council's behalf and provide the name of the chief fiscal officer to the Auditor General's Office by July 31 annually. The Town must also provide an updated form and documentation if a new CFO is appointed midyear.

The AELR is due by March 31st and accessible on the Town's website for 60 months.

ARS 41-1279.07(H) states that a CFO who refuses to file the required audit reports by March 31st or who intentionally files erroneous reports is guilty of a class 1 misdemeanor.

This resolution template is now an annual requirement and will be incorporated with other annual resolutions with the Town's budget process such as the PSPRS funding policy.

Links to the Auditor General's website are below and PDF versions are attached.

<https://www.azauditor.gov/reports-publications/cities-and-towns/faqs/filing-requirements>

<https://www.azauditor.gov/reports-publications/cities-and-towns/faqs/expenditure-limitations>

ATTACHMENT(S):

Resolution 2020-27 Designating the CFO for the AELR 2021

Auditor General's website "AELR filing requirements" FAQs

Auditor General's website "expenditure limitation" FAQs