

**VILLAGE OF CARROLLTON, OHIO
ORDINANCE NO. 2017 –21**

**AN ORDINANCE AUTHORIZING CHANGES TO THE INTERNAL OFFICE CHECK
SIGNING AND BANK STATEMENT RECONCILIATION PROCEDURES,
AND DECLARING IT AN EMERGENCY**

Whereas, the Village of Carrollton's bonding company is requiring changes to the Village's internal office procedure as a condition to be bonded in the future; and

Whereas, Council of the Village of Carrollton, Ohio therefore deems it necessary to change its internal office procedures for signing of checks and reconciliation of the Village's bank account statements.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF CARROLLTON, OHIO THAT:

1. Commencing on the effective date of this Ordinance, the Village of Carrollton internal office procedure is hereby changed to require two signatures on every check to authorize an expenditure of Village funds. The holders of the office of Clerk-Treasurer, Village Administrator and Mayor shall all be authorized as signatories to the Village checking account, and any two of the said three signatures shall be required to authorize any expenditure of Village Funds.
2. Further, commencing on the effective date of this Ordinance, the holder of the position of Office Clerk/Accounting, shall have no authority to make deposits or withdrawals from any of the Village bank accounts, and shall be charged with the responsibility each month to reconcile the bank statement of each account maintained by the Village of Carrollton, Ohio.
3. The Clerk-Treasurer is directed to have all four positions/offices bonded commencing on the effective date of this Ordinance to protect all Village funds.
4. The Clerk-Treasurer is directed to provide a certified copy of this Ordinance annually to each bank designated as a depository for Village funds and to each of the bonding companies issuing indemnity bonds for the protection of Village funds.
5. This Ordinance is declared an emergency measure necessary to the immediate preservation of the public health, safety and welfare of the residents of the Village of Carrollton, Ohio to ensure that the internal office procedures are in place for the Village to qualify to be bonded to protect all public funds of the Village, and shall become effective at the earliest date allowed by law.

PASSED THE 17th DAY OF APRIL, 2017.

ATTEST:

/s/ Darla Tipton
Darla Tipton, Clerk-Treasurer
Village of Carrollton, Ohio

/s/ William J. Stoneman
William J. Stoneman, Mayor
Village of Carrollton, Ohio

This Instrument Prepared by:
Clark Battista, Solicitor
80 Second St SW
Village of Carrollton, Ohio

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