

**COUNCIL OF THE CITY OF SEAT PLEASANT  
CITY OF SEAT PLEASANT, MARYLAND**

**RESOLUTION NO.**            **R-08-02**

**INTRODUCED BY:**        **Council President Elenora Simms**

**DATE AMENDED:**        **March 17, 2008**

**ENACTED:**                **March 17, 2008**

**A RESOLUTION REQUIRING THE CITY TREASURER TO  
SUBMIT FINANCIAL REPORTS TO THE CITY COUNCIL  
ON A MONTHLY BASIS**

**WHEREAS** Article V, General Powers of the City of Seat Pleasant City Charter, states in Section C-501(a) that “the Council shall have the power to pass all such ordinances not contrary to the Constitution and laws of the State of Maryland or this Charter as it may deem necessary for the good government of the City; for the protection and preservation of the City's property, rights, and privileges; for the preservation of peace and good order; for securing persons and property from violence, danger, or destruction; and for the protection and promotion of the health, safety, comfort, convenience, welfare and happiness of the residents of the City and visitors thereto and sojourners therein;” and

**WHEREAS** Article VIII, Finances of the City of Seat Pleasant City Charter Section C-804, Appropriations – Approval, states that “no public money may be expended without having been approved and appropriated by the Council;” and

**WHEREAS** Article VIII, Finances of the City of Seat Pleasant City Charter Section C-805, Transfer of Funds, states that “any transfer of funds between major appropriations for different purposes must be approved by the Council before becoming effective;” and

**WHEREAS** Article VIII, Finances of the City of Seat Pleasant City Charter Section C-806, Over-Expenditure Forbidden, states that, “no officer or employee shall during any budget year expend or contract to expend any money or incur any liability or enter into any contract which by its terms involves the expenditure of money for any purpose, in excess of the amount appropriated for or transferred to that general classification of expenditure pursuant to this Charter...;” and

**WHEREAS** the City of Seat Pleasant City Council wishes to ensure that the Council has access to routine financial reports to make sound decisions about the appropriation and disbursement of City funds so that such matters can be conducted in the best interests of the City of Seat Pleasant.

**NOW THEREFORE BE IT RESOLVED** by the Seat Pleasant City Council that the City Treasurer shall submit to the City Council or its assigns the following financial documents:

**SECTION 1. Balance Sheet.** The Balance Sheet shall be as of the last day of each month and shall list the Assets, Liabilities and Equity of the City:

- (a) Assets shall include a detailed accounting of Current Assets, Fixed Assets, Other Assets, and Total Assets
- (b) Liabilities and Equity shall include a detailed accounting of Current Liabilities, Other Liabilities, Opening Fund Balance, Increase (Decrease) in Fund Balance, Total Equity, Total Liabilities and Equity

**SECTION 2. Schedule of Budgeted vs. Actual Revenues and Expenditures.** The Schedule of Budgeted vs. Actual Revenues and Expenditures shall list the monthly Revenues and Expenditures of the City:

- (a) The Revenues schedule shall include a detailed accounting of all City governmental fund accounts, by account, including the approved budget amount, the current monthly revenues, the amount over/under budget and total monthly and total year-to-date revenues.
- (b) The Expenditures schedule shall include a detailed accounting of all governmental fund expenditures, by account, including the approved budget amount, the current monthly expenditure, the amount over/under budget and total monthly and year-to-date expenditures.

**SECTION 3. Monthly Purchase Order Register.** The Purchase Order Register Report shall contain the following information:

- (a) City Department
- (b) Fund Account
- (c) Purchase Order Number
- (d) Purchase Order Date
- (e) Vendor
- (f) Amount

**SECTION 4. Monthly Disbursement Register.** The Cash Disbursement/Check Register Report shall contain the following information:

- (a) City Department
- (b) Fund Account
- (c) Purchase Order Number
- (d) Check Number
- (e) Check Date
- (f) Vendor
- (g) Check Amount

**SECTION 5. Report Format.** The financial reports referenced in Sections 1 – 4 shall be generated directly from the automated financial accounting computer programs and systems utilized by the Finance Department, without alterations or adjustments. However, explanatory information can be submitted as an addendum to the computer generated report.

**SECTION 6. Financial Period.** All year-to-date, opening and closing financial reporting information shall be on a fiscal year basis, from July 1 to June 30.

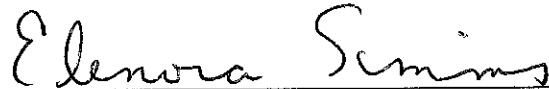
**SECTION 7. Transmittal of Financial Reports.** The financial reports referenced in Sections 1 – 4 shall be transmitted to the City Council by the fifteenth (15<sup>th</sup>) of the month after which the financial transactions occurred (i.e., transactions that occurred in March will be transmitted by April 15<sup>th</sup>.)

**SECTION 8. Other Financial Reports.** The City Council may, from time to time, request other financial documents not referenced in Sections 1 – 4, the content and format to be determined as needed and requested.

**SECTION 9. Effective Date.**

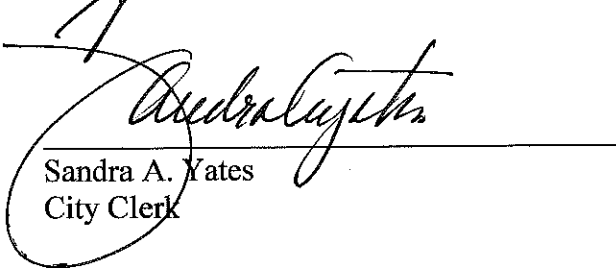
Financial reports to the City Council shall commence on April 1, 2008.

**AND BE IF FURTHER RESOLVED THAT THE SEAT PLEASANT CITY COUNCIL HEREBY ADOPTS THIS RESOLUTION** effective this 17<sup>th</sup> day of March 2008



Elenora Simms  
City Council President

ATTEST:



Sandra A. Yates  
City Clerk