



STAFF REPORT

MEETING DATE: April 11, 2023

TITLE:

Consider action to approve Resolution No. R-2023-50 of the City Council of the City of Bastrop, Texas, approving the Financial Procedures Manual, which is attached as Exhibit A; providing for a repealing clause and establishing an effective date.

AGENDA ITEM SUBMITTED BY:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The Finance Department has been operating from various procedures documents that have been continually updated over the years. These various procedures documents were never combined into one manual. The following procedures documents were in writing and provided to staff along with any policy documents:

Accounts Payable Process, Payroll procedures, Worker's Compensation procedures, Budget Transfer Request, Purchase Orders, Lien process, Fixed Asset procedures, RFP/RFQ procedures, Unclaimed Property process, Cash Handling (separate document for each location), Voiding a Check, Vehicle Registration Renewal process, Grant Submittal Request, Grant procedures, Insurance procedures, and form 1099 processing.

The Finance Department has also created several power point presentations explaining various processes from Accounts Payable to Payroll.

The purpose of the Financial Procedures Manual is to combine other documents to provide guidelines for the financial management and administrative staff in performing the City's day-to-day financial affairs. This document covers all of the major topics that are part of the day-to-day processing and provides clear procedures.

This procedures document will be reviewed and updated at least every two years. The management and administrative staff that duties include financial transactions will be required to review and sign their acknowledgment of such review.

This manual has been update to reflect the feedback received from City Council at the March 28, 2023 regular meeting.

RECOMMENDATION:

Tracy Waldron, CFO recommends approval of Resolution No. R-2023-50 of the City Council of the City of Bastrop, Texas, approving the Financial Procedures Manual, which is attached as Exhibit A; providing for a repealing clause and establishing an effective date.

ATTACHMENTS:

- Resolution R-2023-50
- Financial Procedures Manual