



STAFF REPORT

MEETING DATE: March 28, 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 purpose of the Financial Procedures Manual is 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.

FISCAL IMPACT:

N/A

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