

# Memorandum



Date: 5/26/26  
To: City Commission  
From: Courtney Baham, Accounting Specialist  
Subject: Buchanan Fine Arts Council Credit Card Request

As part of the transition to bring the Buchanan Fine Arts Council accounting functions in-house, it is recommended that the City establish a credit card for the Buchanan Fine Arts Council operations with a spending limit of \$1,000.

The purpose of this card would be to assist with routine and time-sensitive purchases related to the Buchanan Fine Arts Council activities and events. Currently, processing payments solely through check requests can create delays and require checks to be issued on demand for smaller operational expenses. Establishing a designated credit card would streamline these transactions and help ensure smoother day-to-day operations during and after the accounting transition.

The proposed \$1,000 limit would provide adequate flexibility for operational needs while still maintaining appropriate financial controls and minimizing risk. All purchases made with the card would remain subject to the City's existing purchasing, documentation, and approval policies.

Implementing this process will improve efficiency, reduce administrative burden associated with emergency or immediate check requests, and support a smoother integration of the Buchanan Fine Arts Council's financial activities into the City's internal accounting processes.