

CITY OF GUSTAVUS

Policies and Procedures

Title: City Banking Policy

POLICY:

It is the policy of the City of Gustavus to update City Banking Policy in accordance with accepted practices to achieve the following goals:

- Maintain an appropriate balance in the City's checking account to ensure the ability of the City to engage in business and pay obligations in a timely manner, while striving to maintain an unrestricted fund balance of 35%.
- Ensure that all restricted and unrestricted funds are placed in the appropriate accounts to achieve the best financial results for the City of Gustavus.
- Ensure that deposits are made in a timely manner.
- Ensure that all authorized signers on accounts are updated after each election or turnover of employees with signing authority.
- Ensure that the Endowment fund account investments are being maintained as prescribed in section 4.13 of the City of Gustavus code of ordinances.
- Ensure the City's ability to optimize interest from savings.

Management Responsibility: The City Treasurer is responsible for maintaining all City accounts and for recommending any changes to or practices for the better utilization of the City's funds.

PROCEDURE:

General Banking Procedures

1. The City Treasurer will make deposits as needed.
2. The City Treasurer will routinely access all accounts to ensure that balances do not conflict with any other policy or ordinance.
3. The City Treasurer will ensure that all accounts have adequate funding to achieve the purposes of the City Council.
4. The City Treasurer will create NCOs for the City Council's approval to move any funds needed to update account balances to comply with any other City policy or Ordinance.
5. The City Treasurer will ensure that all bills are paid in a timely manner.
6. The City Treasurer will ensure that all credit cards issued to employees are used appropriately and that all card holders are in compliance with the City's credit card policy.
7. The City Treasurer will ensure that accounts are reconciled each month and that the City's financial reports accurately reflect the statements received from the City's financial institutions.
8. The City Treasurer will strive to keep funds in interest bearing accounts.
9. In the absence of the City Treasurer, the Mayor may assume or delegate these duties, or postpone them for the return of the City Treasurer.

Signed

City of Gustavus Mayor

Date