

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2023 - 022
ACCOUNTS PAYABLE ROUTINE BILL POLICY**



At a regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on August 28, 2023 at 7:30pm.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford Council wishes to meet once a month for City business meetings, and

WHEREAS, due to the timing of the receipt of invoices and the due dates it is not always possible to receive Council approval before the due date on certain bills that are routine monthly bills, and

WHEREAS, the City Council wishes to have those routine monthly bills paid on time to avoid finance charges and late fees, and

WHEREAS, the City of Hartford as a Home Rule City may preapprove certain expenditures by establishing a formal policy to authorize limited payments prior to approval to avoid finance or late charges as well as pay appropriated amounts and payroll. These disbursements must be approved after payment is made,

NOW, THEREFORE BE IT RESOLVED, the City Council gives the City Treasurer permission to make payment of these invoices by electronic funds transfer or paper check. This is permissible to avoid finance charges, late fees and ensure services are not interrupted for the following:

- Payroll – Taxes – Withholding;
- Utilities – Electric - Gas – Phone – Internet – Trash;
- Contracts/Agreements – Inspectors – Assessing - Cleaning – First Aid – Fire Protection - Election;
- Insurance – Health – Life/Disability – Liability;
- Bonds – City Hall Lease – WWTP Debt;
- Supplies - Hardware — Lab Testing – Postage;

BE IT FURTHER RESOLVED, that the City Treasurer will document approval of the invoice by the City Manager and will include the paid invoice register on the list of bills at the Council’s next meeting for review and approval of the monthly reports.

YEAS: Commissioners

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED
DATE: August 28, 2023

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on September 25, 2023

RoxAnn Rodney-Isbrecht, City Clerk
City of Hartford
19 West Main Street, Hartford MI 49057