



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Memorandum

To: Honorable Mayor and Town Council

From: Kim Henry, Clerk of Council

Re: Policies and Procedures

At the April 7, 2025 meeting, I attached the adopted Payables, Receivables and Check Signing policy with the Policies and Procedures and Code of Ethics. This policy was adopted at the November 6, 2023 Town Council meeting. The policy states that the Town Council would appoint 2 Councilmembers as finance liaisons.

I would like to have a definitive direction from Council if they are continuing with 2 finance liaisons. If a decision is made to go to one, Council will also need to amend the Payables, Receivables and Check Signing Policy. The policy and the minutes from the November 2023 meeting is attached.