



## **AGENDA ITEM ANALYSIS**

Project/Issue Name: 20-R-14 A Resolution of the City Council of the City of Republic, Missouri, Authorizing the Establishment of a Bank Account and Authorized Signers for the Municipal Court.

Submitted By: Debbie Parks

Date: May 19, 2020

### **Issue Statement**

To open a Municipal Court bank account to be operated by the Municipal Court for the purpose of depositing receipts from the Show Me Court system and remitting payments with those funds.

### **Discussion and/or Analysis**

The City will open a Municipal Court bank account in conjunction with the switch to the Show-Me-Courts system. The Office of State Courts Administration is requiring the Municipal Court to have a separate bank account for processing the receipts received through the Show-Me-Courts system. The Municipal Court bank account will be on the City of Republic's Tax ID, and the City of Republic Finance Department will have limited online access to the account. The Municipal Court will have oversight of the account and will be responsible for following established internal controls over the account. The City of Republic's Finance Department will not be responsible for the monthly reconciliation of this account. The Municipal Court will submit a completed reconciliation of the account to the City of Republic Finance Department for review. The Finance Department will not have access to the Show Me Court system once the system goes live.

In addition, the City designates individuals to act on behalf of the City in connection with banking services. To formalize the designation of signers, a resolution designating signers is being presented to City Council for approval. The Municipal Court bank account will have the following signers on the account: Ryan Ricketts, Judge and Penny Mayes, Court Clerk. Two signature line checks will be ordered and required for this account.

### **Recommended Action**

Staff recommends approval.