



Financial Management Amendment Recommendations

<u>Staff/Financial Oversight Committee Recommendations</u>	<u>Proposed Amendment</u>	
	<u>Section</u>	<u>Proposed Language</u>
Make Grammatical corrections to ensure consistency throughout the document	Throughout	Correct throughout document to "City of Stonecrest"
Remove section regarding professional services, travel and meal expenditure policies	p.18-29	Remove all language regarding the purchasing policy, travel policy, emergency purchases. These policies wither have been reviewed and recommendations presented and approved by Council or they are in process of being presented and reviewed.
Remove section B. Cash received in person	p.31	Remove all language referencing cash receipts. The City does not accept cash as a form of payment.
Remove "A double Calculator tape of checks should be included with the checks bundled together."	p.32	
Add reference to onsite mobile scanning device	p.32	The City of Stonecrest utilizes onsite mobile scanner for depositing checks.
Add language regarding prohibited mobile deposits and rejected checks	p.32	Add "In the event a mobile deposit is prohibited or the check/money order will not feed through the mobile deposit scanner, the deposit will be made at the nearest branch location."
Add language regarding balancing of receipts	p.32	Add "Balance receipts to the accounting system and the monthly bank account statements and resolve any discrepancies.
Add language regarding safeguarding of receipts	p.32	Add "All receipts that have not been deposited will be stored in a locked safe until deposit or transport to the depository can be arranged."
Update prenumbered receipts	p.32	Delete "Official City temporary pre-numbered receipt books are issued by the Finance Department." Add "The City's financial system generates receipts for payment.
Remove language that language that gives two five year renewal options.	p.33	Remove portion of sentence that states "with two five renewal options".
Add transparency language to Financial reporting section	p.34	Add " To ensure transparency, the City's financial reports, including annual and monthly reports shall be made available to the public via the City's website.
Move "External Financial Reporting to CAFR section above	p.35	The City shall report in conformity with O.C.G.A Section 36-81-7. A copy of the City's annual audit (i.e., the CAFR) shall be submitted to the Georgia Department of Audits and Accounts within 180 days of year- end, as required.
Removal of Fixed Assets section	p.38	Disposal of Fixed Assets is addressed in the purchasing policy