



Tourism Development Authority Meeting Agenda Item Submittal

Item To Be Considered: **Authorization to Add an Additional Authorized Bank Account Signer**

Board Meeting Date: **July 9, 2026**

Prepared By: **Sonia Johnson – Finance Director**

Overview: Staff recommends that the Vice Chairman be added as an additional authorized signer on the Swansboro Tourism Development Authority bank account.

Currently, the Chairman serves as an authorized signer on the Swansboro Tourism Development Authority bank account. There are occasions when the Chairman is unavailable due to travel or other commitments, which can delay the timely processing of checks and other banking transactions.

This authorization would provide flexibility when the Chairman is unavailable to avoid delays in processing payments while maintaining appropriate internal controls.

Recommended Action: Motion to authorize staff to add the Vice Chairman as an additional authorized signer on the Swansboro Tourism Development Authority bank account.

Action: _____
