

RESOLUTION NO. 00-91

**A RESOLUTION OF THE RIDGECREST CITY COUNCIL
PRESCRIBING THE METHOD BY WHICH VENDOR
CHECKS AND WARRANTS SHALL BE DRAWN UPON
THE CITY TREASURY**

WHEREAS, Government Code Section 37208 provides that warrants or checks drawn in payment of demands on the City Treasury need not be audited by the legislative body prior to payment; and

WHEREAS, Chapter 3-7.105 of the City of Ridgecrest Municipal Code reads, "The method of drawing warrants and checks in the City shall be as prescribed by resolution of the Council"; and

WHEREAS, the necessary internal controls are in place to safeguard the City's assets in conformance with Generally Accepted Accounting Principles, sound business practices, and prudent budgetary principles; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ridgecrest does prescribe the method by which vendor checks and warrants shall be drawn upon the City treasury in attached Exhibit "A".

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the City Council of the City of Ridgecrest, that all previous and conflicting resolutions are hereby rescinded.

APPROVED AND ADOPTED this 16th day of August, 2000, by the following vote:

AYES: Mayor Darnell, Council Members Carter, Holloway, Morgan, and Rollins

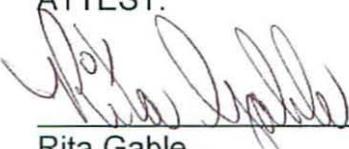
NOES: None

ABSTAIN: None

ABSENT: None


Donna Darnell, Mayor

ATTEST:



Rita Gable
Deputy City Clerk

EXHIBIT "A"

Method by which vendor checks and warrants shall be drawn upon the City Treasury

1. Pursuant to Chapter 2-5.104 of the Municipal Code, all check/warrant requests shall be reviewed, and certified by the Director of Finance, or designee, prior to disbursement.
2. Each Department Head, as defined in the Municipal Code, or Management level designee, shall certify each check/warrant request prior to submission to the Finance Department. Such certification shall include the following language:

I hereby certify under penalty of perjury that to the best of my knowledge, the goods and services ordered or reflected herein have been duly received or rendered satisfactorily; or that payment is authorized in advance of receipt of goods or services; accordingly I hereby certify that payment may be made to vendor named hereon and that the expenditure/disbursement hereby requested is authorized with appropriate and available budgetary authority.

3. The Finance Director shall establish a schedule for the issuance of checks/warrants. In general terms, checks shall be issued on a weekly basis, and reported to the Council as an informational item.
4. Recognizing that "Pre-Issue" checks represent a departure from the established internal control system, and that such requests are more costly to process than checks/warrants on a normal DWR, "pre-issue" checks shall be approved only on an urgency basis or as otherwise determined by the City Administrator. Approval for "Pre-Issue" checks shall require the approval of the Department Head, the Director of Finance, and the City Administrator. Pre-Issue checks shall be signed by the City Administrator and countersigned by the Director of Finance.
5. "Pre-Issue" checks may be issued for the following purposes:
 - A. Travel Advances;
 - B. Insurance Payments;
 - C. Items which otherwise adversely impact the health/safety of the community if otherwise not paid at the next scheduled weekly check run.
 - D. Other Items as determined on a case-by-case basis by the City Administrator