

ORDINANCE 90-A47
AMENDING LOCAL BUDGET ORDINANCE 89-A37

AN ORDINANCE AMENDING THE ESTABLISHED STANDARD PROCEDURES FOR THE TOWN OF CAMP VERDE FOR PREPARING, ENACTING AND ADMINISTERING ITS ANNUAL BUDGET, ENCOURAGING LONG-TERM PLANNING FOR BOTH PROGRAMS AND CAPITAL OUTLAY AND PLACING RESPONSIBILITY FOR THE TASKS RELATED THERETO.

THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE DOES ORDAIN AMENDMENTS TO THE "LOCAL BUDGET ORDINANCE" AS FOLLOWS:

ARTICLE I, DEFINITIONS

Section 5. "Chief Financial Officer" means Town Manager Finance Director.

ARTICLE IV, CONTENTS OF BUDGET MESSAGE, SCOPE, AND FORM OF BUDGET

Section 4.(b) detailed estimates of all anticipated revenues sources of funds applicable to proposed expenditures.

Section 4 Final Paragraph The total of such anticipated revenues sources shall equal the total of such proposed expenditures.

Section 7 ~~Fund~~ Carryover Balance. All references to Fund Balance should be amended to read Carryover Balance.

Section 9.(e) contingent expense in an amount not more than ten percent (10%) of the total amount stated pursuant to subsection "d" of this section; and

ARTICLE V, ADMINISTRATION OF BUDGET, FINANCIAL CONTROL

Section 1. Add the following sentences to the end of the section: The Chief Financial Officer shall prepare and maintain a "Financial Procedures Guide" which shall serve as a working guide to financial policies and procedures. This guide shall be considered supplemental to this Ordinance and shall in no way supersede, conflict, or over-ride the policies set forth here-in. Any changes to the Financial Procedures Guide must be reviewed and approved by the Town Manager.

Section 10. Final sentence: The actual amounts of salaries or wages ... by the ~~Chief~~ Budget Officer for such purposes.

Section 11. First paragraph: ...exceed one hundred dollars (\$100.00) shall require the specific approval of the Chief ~~Budget~~ Financial Officer. All contracts ~~in excess of five hundred dollars (\$500.00)~~ shall be signed in accordance with applicable State Statute by the Chief Executive Officer (Mayor) following approval of the Common Council.

Also, add the following paragraph at the end of this section: This section shall not apply to purchases made by, through or with the Federal General Services Administration (GSA) or the State of Arizona (State Purchasing and Surplus Property). The Town may make purchases without a formal procurement process through the above named governmental units whenever, in the opinion of the Budget Officer, a separate bidding process is not likely to result in a lower price for such supplies, equipment or materials. In case of an emergency which requires immediate purchase and when time is of the essence, the Chief Executive Officer (Mayor) and the Budget Officer shall be empowered to authorize purchases without complying with the procedures of this ordinance. A full report of such purchases shall be filed for the Council at its next meeting.

ARTICLE VII, REPORTS

Section 1. ~~The budget officer~~ chief financial officer shall,...


Section 2. Upon completion of audited financial statements, a notice shall be published in a newspaper of general circulation in the municipality, indicating the availability of this report for review by the general public. Within a reasonable period after the end of the fiscal year, a comprehensive annual financial report covering all funds and financial operations shall ~~may be prepared and published. A summary of this report, containing at least a statement of revenues and expenditures as of the close of the preceding fiscal year and the combined balance sheet for all funds and account groups, shall be published in a newspaper of general circulation in the municipality.~~

SEVERABILITY

If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the invalidity shall

not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

PASSED APPROVED AND ADOPTED by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona this 3rd day of October, 1990.


A. Carter Rogers, Mayor

ATTEST:


Jay Trewern, Town Clerk

APPROVED AS TO FORM:


Ronald C. Ramsey, Town Attorney

