

RECORD OF RESOLUTIONS

Dayton Legal Blank, Inc., Form No. 30045

Resolution No. _____ Passed _____, 20____

RESOLUTION AUTHORIZING THE AUDITOR TO TRANSFER APPROPRIATED GENERAL FUND MONIES TO PARKS, TRANSIT, POLICE, FIRE AND DISPATCH AND ANY OTHER FUNDS APPROVED BY COUNCIL FOR THE YEAR ENDING DECEMBER 31, 2019,

WHEREAS, the appropriations have been made from the general fund to Parks, Transit, Police, Fire and Dispatch for 2019

WHEREAS, the Auditor is requesting those funds be moved from the General to the appropriate funds for expenditure.

BE IT RESOLVED by the Council of the City of Marion, Marion County, Ohio:

Section 1. The Auditor is hereby authorized to move the funds from general to the appropriated funds

Section 2. That this resolution shall take effect and be in forced from and after the earliest period allowed by law.

Todd Schneider
President of Council

APPROVED:

Mayor Scott Schertzer

ATTEST:

Tarina R. Rose
Clerk of Council

RECORD OF RESOLUTIONS

Dayton Legal Blank, Inc., Form No. 30045

Resolution No. _____ Passed _____, 20____

RECORD OF ORDINANCES

BARRETT BROTHERS - DAYTON, OHIO

Form 6220S

Ordinance No. _____

Passed _____, _____

ORDINANCE ESTABLISHING AN UPDATED CREDIT CARD POLICY AS REQUIRED BY THE PASSAGE OF H.B. 312

WHEREAS, The City of Marion is updating our credit card policy to meet the new requirements as passed in H.B.312.

WHEREAS, it is necessary for the legislative body to pass an ordinance approving the new policy

BE IT RESOLVED by the Council of the City of Marion, Marion County, Ohio:

Section 1. The following policy will be put in place.

City of Marion Policy for Credit Cards

The Council for the City of Marion, Ohio, hereby establishes the following policy for the use of credit cards:

1. It is recognized that in order to function and conduct the business of the City of Marion, Ohio it is necessary that departments establish, maintain, obtain and/or use credit cards.
2. It is recognized that the number of credit cards in existence is best kept to a minimum amount. No department shall have in excess of two (2) credit cards at any one time. No credit card shall have a limit greater than \$5,000. The cards must be in the City of Marion and the Departments name. The credit card must be reissued every three (3) years.
3. Each department shall report to the Compliance Officer, no later than, the 1st day of each quarter, every credit card in use by the respective department, the credit limits for each card and the Approved users per card. The approved users are limited to eight (8) people. The compliance officer will send the report to the Auditor's office (no later than the 15th of each month).
4. Use of any credit card shall be restricted to only those costs associated with the business of the City of Marion and the particular department that maintains the subject account. Examples of permitted uses include, travel, training, business related online purchases that are pre-approved by the director of that department. The Auditor's Office will hold one (1) City wide credit card that can be used, with approval, for City department qualified purchases.
5. Before any use of any credit card, a purchase order must be in place for each credit card company. The p.o. will be done on a quarterly basis with an estimation of what will be spent during that time period.

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Ordinance No. _____

Passed _____, _____

6. The person using the credit card must sign it out from the department head or Auditor's Office (approved users only) with their name and the date of use. When the card is returned the users must indicate the amount spent, check the box on the
7. sign out sheet indicating that a detailed receipt has been given to the department head or Auditor's office and indicate the date the card was returned.
8. All receipts must be turned into the Auditor's office along with the monthly statement. The department head must reconcile the statement with the receipts before the bill will be paid.
9. The City Auditor monthly shall present to the legislative authority, credit card transaction details from the previous month. The Finance Committee Chair shall review the credit card transaction detail and shall sign an attestation stating they reviewed the credit card transactions.
10. The use of a credit card for expenses beyond those authorized by the authority may constitutes misuse of a credit card held by the legislative authority, with purpose to defraud is a violation of section 2913.21 of the Revised Code.

Section 2. That this ordinance shall take effect and be in force from and after the earliest period allowed by law.

Todd Schneider
PRESIDENT OF COUNCIL

APPROVED:

Scott Schertzer
MAYOR

ATTEST:

Tarina Rose
CLERK