

RESOLUTION NO. 2024-002

A RESOLUTION ESTABLISHING BANK ACCOUNTS AND AUTHORIZING A CREDIT CARD FOR THE CITY OF DIAMONDHEAD.

WHEREAS, the City of Diamondhead has been recently incorporated and must establish the capability to conduct the financial business of the City; and

WHEREAS, the Recorder/Treasurer for an incorporated City is responsible for receiving and distributing funds according to State Law (A.C.A. annotated 14-59-101 through 118) and budgets approved by the City Council of Diamondhead; and

WHEREAS, today's business environment requires electronic means of executing purchases and making payments; and

WHEREAS, John Barnhart was duly elected Recorder/Treasurer for the City of Diamondhead;

NOW BE IT RESOLVED BY THE CITY COUNCIL OF DIAMONDHEAD THAT:

John Barnhart, as Treasurer of the City of Diamondhead, is hereby authorized to establish two accounts at an Arkansas Approved Municipal Bank. As required by A.C.A. annotated 14-59-104, one account will be identified as the City of Diamondhead Street Fund and one account to be identified as the City of Diamondhead General Fund.

The Treasurer is further authorized to order checks per requirements defined in A.C.A. annotated 14-59-105.

Also, Per A.C.A. annotated 14-69-105 the printed checks shall indicate signature requirements for two authorized disbursing officials of the city. The Recorder/Treasurer, Mayor, and one disbursing official appointed by the mayor and approved by the City Council will be designated as authorized disbursing officials. The signatures of the authorized disbursing officials shall be recorded on the approved signature card at the bank.

Also, the Treasurer is authorized to establish a petty cash fund per A.C.A. annotated 14-59-106 with a maximum balance of \$100.00 dollars.

Also, the Treasurer shall establish a record keeping system and reports per A.C.A. 14-59-108 through 116.

Also, The Treasurer is hereby authorized to obtain a credit card in the name of the City of Diamondhead, Arkansas.

Be it further resolved that the Treasurer will be the primary holder of such credit card but is authorized to allow other City officials or employees to use the card under close supervision and exclusively for City business.

All applicable laws, City of Diamondhead, Arkansas Resolutions and procedures relative to making municipal purchases and account for those purchases apply when making credit card purchases.

Credit card balances must be paid in full each month in order to avoid deficit spending.

PASSED AND APPROVED BY THE CITY COUNCIL OF DIAMONDHEAD, ARKANSAS ON THIS DATE OF DECEMBER 3, 2024.

APPROVED:

Ralph Carruth 12/4/2024
Date

Ralph Carruth, Mayor

ATTEST:

John Barnhart
Date

John Barnhart, Recorder/Treasurer