

City Council Action Item Cover Sheet

DATE: 8/11/2023

Agenda Item:

- 1) Proposed change to Administrative Policy #17
- 2) Proposed new Administrative Policy on authorized check signers

Question Before Council:

- 1) Should we adopt the proposed policy to bring Administrative Policy #17 in line with current procedures?
- 2) Should we adopt Proposed Administrative Policy on check signers to bring the city up to date with current procedures for both the city and banking institutions

Person/Group Initiating Request:

Diane Gruver, Account Payable, City of Yachats

Item Summary/Background:

As the attachments detail, our current practice is out of sync with both the City of Yachats administrative policy, and documentation as needed by financial institutions. The changes will resolve these discrepancies.

Issues/Concerns:

Please refer to the attachments for the particular concerns about each issue, but in both cases the basic concern is that practice does not match the outdated policy.