

**RESOLUTION NO. xx - 11**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF DUBLIN**

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**ESTABLISHING THE POLICY FOR THE APPROVAL  
AND RATIFICATION OF CITY PAYMENTS**

**WHEREAS**, the City of Dublin has well established policies and procedures for the processing and issuance of payments for goods and services procured by the City; and

**WHEREAS**, the current policies and practices are intended to support financial internal controls as well as compliance with government laws and regulations; and

**WHEREAS**, Government Code Section 37202 provides a mechanism by which the legislative body approves or rejects audited demands before the payments are issued; and

**WHEREAS**, Government Code 37208(c) provides an alternative mechanism of approval where the legislative approval and ratification is in the form of an audited comprehensive annual financial report; and

**WHEREAS**, the City Council of the City of Dublin reviewed its practices and desires to clearly establish a policy to ratify payments with the audit and to also allow for supplemental reporting and disclosure.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Dublin does hereby establish the following policy for the approval and ratification of City Payments:

- A. The City Manager shall be responsible for the establishment and implementation of internal controls as deemed necessary to administer payments made with public funds.
- B. Payments may be issued for payroll and expenditures incurred by the City provided that they are budgeted or authorized expenditures.
- C. Absent other agreed to terms in writing, the standard City practice shall be to issue payments due within 30 days of receipt of the invoice and confirmation of the billed amount.
- D. A listing of all non-payroll payments issued during a month shall be presented to the City Council in a public report on a City Council Agenda.
- E. The monthly report will occur after the payments are issued and released and will typically be included as an Agenda Item on the City Council Meeting scheduled for the third Tuesday of the month.
- F. In accordance with California Government Code Section 37208 (c) the statutory obligation for ratification and approval of payments shall be in the form of an audited comprehensive financial report.

**PASSED, APPROVED AND ADOPTED** this 15<sup>th</sup> day of November, 2011, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Mayor

**ATTEST:**

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City Clerk