

BOARD OF ALDERMEN

ITEM NO. B(4)

AGENDA ITEM ABSTRACT MEETING DATE: December 12, 2002

SUBJECT: Request to Adopt Resolution Changing Bank Signature Authorization

DEPARTMENT: Management Services	PUBLIC HEARING: YES ___ NO <u>X</u>
ATTACHMENTS: A: Resolution Designating Bank Depository As A Central Depository	FOR INFORMATION CONTACT: L. Bingham Roenigk, Assistant Town Manager Phone: 918-7300

PURPOSE:

With the impending departure of the Town Manager, Robert W. Morgan, the signatures on town checks and drafts must be changed. GS 159-25(b) requires all checks to be signed by the finance officer or a properly designated deputy finance officer and countersigned by another official of the local government or public authority designated for this purpose by the governing board. The Local Government Commission recommends adopting a resolution authorizing specific positions (rather than persons) to serve as the designated official. Currently, the authorized signatures are person-specific versus position-specific. The Board, by adopting this resolution, will enable the Town Clerk to certify the names and signatures of the designated officers to banks, when changes in positions occur.

INFORMATION:

Currently, signatures on checks are processed via an automated facsimile signature chip. The signatures of the Assistant Town Manager, serving as finance officer, and the Town Manager, serving as a "countersigner", are present on all checks processed by the Town. In case of emergencies where checks must be manually signed, the Accounting Officer is also authorized to sign checks on behalf of the Finance Officer for pre-audit purposes.

The attached resolution clarifies the Board's intent to designate the Town Manager as a "countersigner." This resolution will also serve as the legal notice to the bank that the Town Clerk is authorized to certify the names and signatures of the officers designated.

ACTION REQUESTED: The Board is requested to adopt the attached resolution.