

**CITY OF GOLD BAR, WASHINGTON
RESOLUTION NO. 22-03**

**A RESOLUTION OF THE CITY OF GOLD BAR, WASHINGTON AMENDING THE PERSONNEL
MANUAL**

WHEREAS, the City utilizes a debit card; and

WHEREAS, the recent audit process identified changes to Revised Code of Washington (RCW) 42.24.080 that require transactions to be audited prior to payment; and

WHEREAS, debit cards, by definition, create a transaction that results in immediate withdrawal of funds; and

WHEREAS, the City has a policy in place regulating debit card transactions that addresses controls and creates a process where purchases are verified at the time of purchase by supervisors and the City Clerk/Treasurer; and

WHEREAS, the City chose to utilize debit cards based on review of ability to control transactions and limit chances of fraud; and

WHEREAS, the City plans to further research the use of debit cards vs. credit cards prior to the next audit cycle; and

WHEREAS, after the recent audit process it was recommended that the City strengthen the current debit card usage policy until decisions are reached regarding credit cards;

NOW THEREFORE BE IT RESOLVED by the governing body of the City of Gold Bar that the City's Personnel Manual shall be amended as follows.

Section I	Title 39, Credit/Debit Card Use Policy
Section II	Severability
Section III	Effective Date

Section I, Title 39, Credit/Debit Card Use Policy

A. The purpose of this title is to establish a policy and procedure related to the distribution, authorization, control, and use of City credit and/or debit cards. The City currently utilizes a debit card based on the ability to track transactions immediately rather than waiting for monthly statements.

H. Payment of Bills: billing statements will be sent to the City Treasurer who will reconcile statements and reimburse the debit card account monthly. Payment of any disallowed charges will be processed as stated in subsection 'K' below.

I. The process for charging a purchase to the debit card shall be as follows.

1. Transactions must be approved in advance by the employee's supervisor.
2. Prior approval will be documented by the employee's supervisor and that documentation given to the Clerk/Treasurer.
3. Receipts shall be given to the Clerk/Treasurer on the same day the purchase is made.
4. The Clerk/Treasurer will file approvals and receipts with the debit card statement.

J. Personal charges: personal charges to City credit/debit cards are not allowed.

K. Disallowed charges: credit/debit cards may only be used for City business. Any employee using a City-issued credit/debit card for non-City business shall be billed for all charges on the credit card, and the City Treasurer or his or her designee is directed and authorized to make payroll deductions to recover any unauthorized charges if the

employee does not pay the charges prior to the time they are due. The amount due by the employee will include any accrued credit/debit card interest and any penalties resulting from the charge.

L. The Mayor, or supervisor, as appropriate, may bar any employee with a demonstrated history of charge card defaults, from using any City credit/debit cards.

M. Cash advances: cash advances on all City credit/debit cards are prohibited.

Section II, Severability

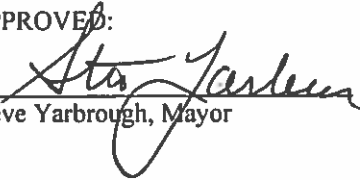
This resolution is severable and if any portion of it shall be declared invalid or unconstitutional, the remaining portion shall remain valid and enforceable.

Section III, Effective Date

This Resolution shall take effect from, and after, its passage and approval, as provided by law.

Resolved this 5th day of April, 2022.

APPROVED:



Steve Yarbrough, Mayor

ATTEST/AUTHENTICATED:



Lisa Stowe, Clerk/Treasurer