

RESOLUTION #2018-12

A RESOLUTION APPROVING WRITTEN STANDARD OPERATING FINANCIAL AND CLERICAL PROCEDURES (SOP'S)

WHEREAS, The City Council of Long Grove, Iowa has approved the following written Clerk and Treasurer Policies and Procedures attached to this Resolution for the purpose of remaining compliant with City Ordinances and local, state and federal municipal financial and clerical procedures and policies.

WHEREAS, The City Council of Long Grove, Iowa has approved the following written procedures in order to provide a standard of operating procedures for employees to reference, follow, and utilize for training purposes.

- Accounting SOP's
- Billing SOP's
- Clerk SOP's
- Council Packet SOP's
- Late Charges and Delinquent Account SOP's
- Municipal Finance and Budget SOP's

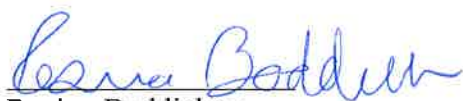
WHEREAS, These procedures are to be reviewed, updated, and approved on a regular as needed basis to comply with changes to Long Grove Ordinances, local, state, and federal rules and regulations.


WHEREAS, Minor changes in software technology, order of procedures, or the addition of checks and balances which do not alter compliance with Long Grove Ordinances, local, state, or federal rules, can be updated regularly as needed without immediate Council approval.

THEREFORE BE IT RESOLVED the Long Grove City Council of Long Grove, Iowa did hereby approve on a motion by Drumm, seconded by Cook, the City of Long Grove Financial and Clerical SOPS's, attached to Resolution #2018-12.

Passed and approved this 10th day of July, 2018.

	Aye	Nay	Absent	Abstain
Cook	x	—	—	—
Drumm	x	—	—	—
Herrin	—	—	x	—
Oechsner	x	—	—	—
Pawloski	x	—	—	—


Rosina Boddicker
City Clerk
City of Long Grove


Michael Limberg
Mayor
City of Long Grove