

Don Edwards
Gary Girardin
Mary Hardies
Dell Bolser
Lloyd Peltier



12265 M-32
P.O. Box 789
Atlanta, MI 49709
Phone (989) 785-8002
awilliamson@montcounty.org
dhubbard@montcounty.org
ljimkoski@montcounty.org

County of Montmorency Board of Commissioners

Resolution #2023-04

RESOLUTION ESTABLISHING THE “CHIEF AND COUNTY FINANCE” OFFICERS AND THE “CHIEF EXECUTIVE” OFFICER FOR THE COUNTY OF MONTMORENCY

At the meeting of the County of Montmorency Board of Commissioners held in the County of Montmorency Building located in Atlanta, Michigan on April 6, 2023.

PRESENT: Bolser, Girardin, Edwards, Hardies & Peltier

ABSENT: None

The following resolution was made by **Mary Hardies** and seconded by **Lloyd Peltier**, to-wit:

Whereas the duties of the Chief Financial Officer for the County of Montmorency include, but are not limited to, the following;

- 1) Serves as Custodian of all public funds;
- 2) Maintains and monitors separate accounts for all budgeted appropriations and anticipated revenues;
- 3) Prepares year end reports of all revenue and expenditures and provides the governing body with periodic status reports for all budget revenues and appropriations as they correspond to the annual adopted budget;
- 4) Leads in helping the governing body develop fiscal policy, including preparing projections and calculations to support long-term plans concerning revenue, appropriations, surplus, the tax levy and caps thereon and, the municipal budget appropriations cap;
- 5) Supervising and auditing start up and petty cash accounts;
- 6) Ensure compliance with all statutes, rules, regulations, and directives pertaining to financial administration and such other duties as assigned by the County Board of Commissioners.
- 7) Assists in preparation of annual budget and annual audit.

Whereas the duties of the Chief Accounting Officer for the County of Montmorency include, but are not limited to the following;

- 1) Ensure the proper and accurate preparation, posting, maintenance, and reconciliation, as applicable, of all books, ledgers, schedules, statements, reports, and other records pertaining to county finances. All financial schedules and, as applicable, other records shall be prepared in such a manner as to facilitate audit review;
- 2) Develop and implement a system of internal controls to safeguard assets and monitor

compliance, including:

- a) Documentation of internal accounting control processes, procedures and authorizations, with regular review and evaluation of the same;
 - b) Training all relevant personnel, including, but not limited to, department heads and/or others in positions of approval;
 - c) Administration and oversight of claim payment procedures.
- 3) Per statute all county officers or employees shall furnish such information respecting all county matters in their charge as the controller shall require.

Whereas the duties of the Chief Executive Officer for the County of Montmorency include, but are not limited to, the following;

- 1) Analyze, and/or review monthly reports of the Treasurer, Controller and all financial reports of other departments;
- 2) Review all investments;
- 3) Sign all ordinances and acts as approved by the County Board of Commissioners.
- 4) Reviews, signs, and delivers to Board all claims and accounts.

Whereas the County Board of Commissioners desires to follow all relevant laws and regulations and to not compromise the County's ability to receive funding from whatever the source, the County Board of Commissioners establishes the following;

NOW, THEREFORE BE IT RESOLVED

- 1) The County of Montmorency Board of Commissioners hereby names the sitting, elected Treasurer as Chief/County Finance Officer and directs the sitting Treasurer to sign all financial documents, to include contracts and grants requiring a Finance Officer signature as the Chief or County Finance Officer.
- 2) The County of Montmorency Board of Commissioners hereby names the appointed County Controller as the Chief Accounting Officer as stated by statute, Act 156 of 1851 MCL 46.13b and directs the County Controller to sign all financial documents, to include contracts and grants requiring a Finance Officer signature as the County Finance Officer.
- 3) The County of Montmorency Board of Commissioners hereby names the sitting Chairperson of the Board as the Chief Executive Officer and directs the Chairperson of the Board to sign all financial documents, to include all contracts and grants, as the Chief Executive Officer.
- 4) Any official or employee misrepresenting themselves as any of the preceding County Officers will be subject to disciplinary actions up to and including termination of employment.

YES: Edwards, Girardin, Hardies & Peltier

NO: Bolser

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Board of Commissioners of the County of Montmorency at a regular meeting held on **April 6, 2023**, the original of which resolution is on file in my office. I further certify that notice of said meeting was given in accordance with the provisions of the open meetings act.



Cheryl A. Neilsen, Clerk
County of Montmorency, Michigan

Dated: **April 6, 2023**



Donald Edwards, Chairperson
County of Montmorency, Michigan

Dated: **April 6, 2023**