

OGDEN VALLEY CITY

RESOLUTION

NO. 2026-\_\_

A RESOLUTION OF THE CITY COUNCIL OF OGDEN VALLEY CITY ADOPTING THE OGDEN VALLEY CITY COMPREHENSIVE FINANCE PROCEDURES

WHEREAS, Ogden Valley City (“City”) is required to comply with the Uniform Fiscal Procedures Act, Utah Code Title 10, Chapter 6, and other applicable state and federal financial laws; and

WHEREAS, the City Council is responsible for establishing clear, transparent, and defensible financial policies governing budgeting, accounting, procurement, deposits, cash handling, grants, reporting, and related fiscal operations; and

WHEREAS, the Mayor and Administrative Services Department require formally adopted procedures to ensure consistent internal controls, separation of duties, audit readiness, and protection of public funds; and

WHEREAS, the attached Ogden Valley City Comprehensive Finance Procedures provide detailed standards for budgeting timelines, deposits and cash receipting, accounts payable, billing and collections, purchase card use, procurement, capitalization, GRAMA compliance, fund balance transfers, surplus property, grants, and financial reporting; and

WHEREAS, the City Council finds that adopting these procedures is in the best interest of the City, promotes transparency, strengthens internal controls, and supports responsible stewardship of taxpayer resources;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF OGDEN VALLEY CITY, UTAH, AS FOLLOWS:

**Section 1. Adoption of Finance Procedures.**

The Ogden Valley City Comprehensive Finance Procedures, attached hereto and incorporated by reference, are hereby adopted as the official financial procedures of Ogden Valley City. All City officers, employees, contractors, and volunteers shall comply with these procedures.

**Section 2. Delegation of Administrative Authority.**

The Mayor is authorized to establish administrative practices consistent with the adopted procedures and applicable law, including revenue accountability, deposits, and debt collection, as described in the attached document.

**Section 3. Supersession.**

This Resolution supersedes any prior financial procedures or directives inconsistent with the adopted document.

**Section 4. Severability.**

If any provision of this Resolution or the attached procedures is declared invalid, the remaining provisions shall remain in full force and effect.

**Section 5. Effective Date.**

This Resolution shall take effect immediately upon adoption.

Work Session Draft 2/12/26

Council Member	Aye	Nay
Council Member Don Hickman	_____	_____
Council Member Kay Hoogland	_____	_____
Council Member Tia Shaw	_____	_____
Council Member Peggy Dooling-Baker	_____	_____
Council Member Chad Booth	_____	_____

PASSED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2026.

OGDEN VALLEY CITY COUNCIL

\_\_\_\_\_  
Mayor Janet Wampler

ATTEST:

\_\_\_\_\_  
Sharon Robbins, City Recorder

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

Work Session Draft 2/12/26

# Ogden Valley City Comprehensive Finance Procedures

## 1. General Fiscal Framework

- All accounting, budgeting, and financial reporting shall comply with the Uniform Fiscal Procedures Act (Utah Code Title 10, Chapter 6).
- Financial administration is overseen by the Administrative Services Department, with duties delegated to the Director of Finance, Financial Consultant, Treasurer, and Clerk. References to the Director of Finance shall mean the supervising Council Member in the absence of such staff.
- The Mayor is delegated authority to establish administrative procedures, consistent with this policy and applicable law, for revenue accountability, deposits, and debt collection.

## 2. Budget Planning Calendar

- **January:** The Finance Director begins development of revenue estimates.
- **February:** Meetings are held with the Mayor and department heads; detailed budget recommendations are prepared.
- **March:** The tentative budget is drafted.
- **April:** The tentative budget is circulated to departments and the City Council for review; work sessions are held as needed.
- **May:** The tentative budget is filed with and reviewed by the governing body and **adopted on or before the first regularly scheduled meeting in May**. Notice of the public hearing is published, and the tentative budget is made available for public inspection at least **10 days prior to the hearing**, in accordance with Utah law.
- **June:** The public hearing is held, and final budget is adopted on or before June 30, unless a property tax increase is proposed, in which case adoption shall occur in accordance with state law. Certified property tax rates are adopted, if applicable.
- **July (or later if applicable):** Final budget submitted to State Auditor within 30 days of adoption, as required by law.

## 3. Deposits and Cash Receipting

- All monies shall be deposited within three business days of receipt, or sooner when practicable.
- Deposits may be made remotely (checks) or in person (checks and cash).
- System-generated or sequentially numbered receipts must be issued for every payment. Receipts should be entered into the accounting system immediately whenever possible. Exceptions are permitted only when the system is unavailable.

- Credit card and ACH transactions will be imported directly into the accounting system when possible. The Finance Director or Financial Consultant will enter any ACH transactions that are unable to import.
- Funds must be secured in a safe before deposit or a double locked secure location; safe combination or access known only to the Treasurer, Mayor, and designated assistant.
- Voids or alterations require documentation and approval by another finance team member.
- Separation of duties: **The individual responsible for reconciling bank statements shall not have access to cash**, the safe, or the ability to process or deposit funds.
- Personnel may NOT use collected funds for any purchases, supplies, reimbursements, or petty cash purposes.
- No disbursements of any kind may be made from receipted funds.
- Daily balancing is required; discrepancies reported immediately.
- No commingling of City funds with personal or other non-City funds is permitted.

## 4. Accounts Payable

- Finance Director or designee receives all vendor invoices and forwards them to the appropriate City Council member for review and approval. City Council members approve invoices related to their area of oversight to ensure the service and/or product has been received, the invoice matches the quoted amount, and the expense is within budget limits. Approved invoices are then returned to the Finance Director for payment processing.
- The Finance Director or designee prepares and processes accounts payable on a weekly basis, ensuring that all expenditures are supported by proper documentation and approvals and that payments do not exceed the applicable departmental budgets as adopted by the City Council.
- The Finance Director or designee verifies that invoices are coded to the correct general ledger account and accounting period.
- The Treasurer verifies the checks against the invoices and the payment approval report. A designee may be assigned to perform this task; however, the Finance Director is specifically prohibited from serving in this role to ensure proper internal controls.
- Following verification, the Treasurer or designee shall ensure that all payments are mailed to the appropriate vendors in a timely manner.
- Checks require two authorized signatures; vouchers filed for audit.

## 5. Billing, Collections, and Bad Debt

The City shall make reasonable efforts to collect outstanding accounts using the following **general timeline**, which may be adjusted based on the nature of the debt, customer circumstances, operational considerations, or legal requirements:

- **Overdue Accounts:** Accounts generally become overdue **after approximately 30 days** from the invoice date unless otherwise specified by contract, ordinance, or state law.
- **Ongoing Follow-Up:** Monthly statements may be issued and marked past due, as applicable.
- **Escalation Measurers (as appropriate):**
  - 30 days past due: Letter sent explaining collections policy.
  - 60 days past due: Service refused.
  - 90 days past due: Referred to City Attorney for court action.
  - 30 days after judgment: Lien placed on property.
- **Bad Debt:**
  - Debts >150 days overdue and <\$500 may be written off with approval of the Finance Director, Treasurer, and Mayor.
  - All other debts that are no longer legally collectible under applicable statute of limitations, or that have been determined uncollectible after reasonable collection efforts, may be permanently written off with City Council approval.
  - Records of written-off debts retained for 4 years.
  - Annual bad debt report submitted to Council.

## 6. Purchase Cards

- **City Credit Cards:**
  - Authorization and Issuance**
    - The City shall maintain one centrally controlled purchasing card, issued upon approval of the governing body.
    - The card shall be held and administered by the Finance Director or designee and may be checked out to authorized City personnel for approved City business.
  - Use and Security**
    - The purchasing card may be used only for authorized City purposes and only by the individual to whom the card is checked out.
    - The card shall not be shared, and personal use, cash advances, and unauthorized purchases are strictly prohibited.
    - The Finance Director or designee shall maintain custody of the card when not in use and shall ensure secure storage.
    - Lost or stolen cards shall be reported immediately to the Finance Director and the Mayor.
  - Checkout and Documentation**
    - Each use of the card shall be documented through a checkout log identifying:
      - The user,
      - The purpose of the purchase,
      - The dates the card is issued and returned.
    - Original receipts and supporting documentation shall be submitted within one week of each transaction.
  - Review and Reconciliation**

- All purchasing card activity shall be independently reviewed and reconciled on a monthly basis by the Treasurer.
- Any discrepancies, questioned charges, or instances of noncompliance identified during the reconciliation process shall be promptly reported to the Mayor for review and direction.

**Accountability and Noncompliance**

- Individuals using the card are accountable for all charges incurred during the checkout period.
- Failure to comply with this policy may result in loss of card checkout privileges, reimbursement to the City, disciplinary action, or other remedies as permitted by law.

## 7. Procurement and Expenditures

All procurement activities shall comply with adopted City procurement resolution and applicable Utah procurement statutes, regardless of local approval thresholds.

- **Department/Supervising Council Member Approval:** >\$10,000
- **Mayor Approval:** < \$10,000
- **Council Approval:** ≥ \$20,000
- **Emergency Acquisitions:** Allowed when essential to protect life, health, or safety.
- **Public Works Projects:** Must follow Utah Code §11-39-101 et seq., including bids and lowest responsible bidder criteria.
- **Contracts:** Must be written, within budget, approved by Council (if required), signed by Mayor, attested by Recorder, and reviewed by City Attorney.
- **Dual Signature Policy:** Purchases ≥ \$500 require two authorized signatures on invoices/packing slips.

## 8. Capitalization Policy

- Capitalization threshold: \$5,000 for financial and auditing purposes.
- Capital assets must have an estimated useful life of more than one year.
- All capital projects must adhere to established budget and approval processes.

## 9. Copies and Compilations of Records

- All requests must comply with State GRAMA requirements and City GRAMA policy and procedures.
- Costs, including copying and staff time, will be charged in accordance with City policy.

## 10. Transfer of Excess Fund Balance

At the close of each fiscal year, if the City's General Fund balance exceeds the maximum allowable amount established by Utah Code § 10-6-116:

- **The amount in excess of the 35% limit shall be formally appropriated by the governing body, and**
- **Such excess shall be transferred to the City's Capital Projects Fund** for use on one-time capital expenditures, infrastructure, equipment, or other long-term capital needs.
- Transfers shall be accomplished through the budget or budget amendment process in accordance with Utah law.

## **11. Surplus Property**

- The Mayor may designate property as surplus.
- Disposal options: discard, sell, or donate in accordance with Utah law.
- Proceeds credited to miscellaneous revenue.

## **12. Grants**

- Grant applications shall require approval by the Mayor prior to submission.
- The City Council shall approve the acceptance of grant awards when required by law or when the grant imposes a financial obligation, matching requirement, or ongoing operational commitment to the City.
- All grant revenues and expenditures shall be recorded and monitored in accordance with grant agreements, applicable laws, and generally accepted accounting principles (GAAP).
- The Finance Director shall be responsible for ensuring grants are properly tracked, reported, and administered in compliance with grant requirements.

## **13. Financial Reporting for Transparency and Audit**

- The annual independent audit is completed and submitted as required by law.
- Impact Fee and Deposit & Investment reports filed timely.
- Monthly budget-to-actual reports shared with Council.
- Quarterly and annual transparency reports filed with the State Auditor.
- Annual Fraud Risk Assessment completed by the Finance Director and reviewed by the Mayor and governing body.
- Finance Director, Financial Consultant, Mayor and Council members review financials regularly.