

TOWN OF BRIGHTON

RESOLUTION NO. 2026-R-3-3

A RESOLUTION OF THE BRIGHTON TOWN COUNCIL AMENDING A FINANCIAL POLICY FOR CHECK WRITING AND DISBURSEMENTS

WHEREAS, Town Council adopted Resolution 2026-R-2-2 Financial Policy For Check Writing And Disbursements on February 10, 2026;

WHEREAS, it was discovered that there was a typo which delegated authority to the Treasurer instead of the Deputy Treasurer;

WHEREAS, the Town Council wishes to amend the policy to correct this error:

NOW, THEREFORE, BE IT RESOLVED by the Brighton Town Council as follows:

SECTION 1. PURPOSE

This policy establishes internal controls for disbursement of Town funds to ensure lawful expenditures, accountability, and transparency.

SECTION 2. APPLICABILITY

This policy applies to all Town funds, accounts, officials, and employees involved in disbursements.

SECTION 3. AUTHORIZATION OF EXPENDITURES

- A. All expenditures must serve a public purpose.
- B. Expenditures must be within the adopted budget pursuant to Utah Code §10- 5-115.

SECTION 4. CLAIMS AND DOCUMENTATION

- A. Each disbursement must be supported by itemized invoices or claims pursuant to Utah Code §10-5-115 and 10-5-123.
- B. Documentation must include evidence of receipt and approval.
- C. Claims shall be pre-audited before payment as required by §10-5-123

SECTION 5. ELECTRONIC REQUIREMENTS

- A. Clerk shall review invoice request, review contract or invoice, and prepare payment request.
- B. Deputy Treasurer shall review and approve.
- C. Mayor shall review and approve.
- D. Clerk shall send email request for funds and either show approval by Mayor and Deputy Treasurer or copy them on the email.
- E. Electronic payments must meet the same approval standards as checks and maintain audit trails.

SECTION 6. CHECK PREPARATION

- A. Checks shall be prepared by the Town Clerk or designee.
- B. Blank checks must be securely stored.
- C. Voided checks must be retained.
- D. Checks shall not be issued until claims are processed as required by §10-5-115 and §10-5-123.

SECTION 7. SIGNING AUTHORITY

- A. Authorized signers are the Mayor and Deputy Treasurer.
- B. Two signatures are required for all checks.
- C. No individual shall sign a check payable to themselves without a second signer.
- D. Pre-signed blank checks are prohibited.
- E. Check signing shall comply with Utah Code §10-5-127, requiring the Deputy Treasurer to determine sufficiency of funds before signing

SECTION 8. EFFECTIVE DATE

This Resolution takes effect upon adoption.

PASSED AND APPROVED this 10th day of March 2026.

TOWN OF BRIGHTON

By: _____

Scotty John, Mayor

ATTEST:



Kara John, Town Clerk

