

Resolution 2012-061

**A RESOLUTION AUTHORIZING THE FINANCE OFFICER TO CREATE AN IMPREST ACCOUNT FOR PAYMENT OF CERTAIN CLAIMS**

WHEREAS the South Dakota Legislature recently passed House Bill 1077, which authorizes municipalities to establish incidental accounts for payments of certain expenses; and

WHEREAS, House Bill 1077 will take effect on July 1, 2012, unless referred by the voters; and

WHEREAS, the City of Rapid City desires to establish an incidental account as provided by House Bill 1077, for payment of claims requiring advanced or immediate payment; and

WHEREAS the Common Council of the City of Rapid City deems it to be in the best interests of efficiency and economy to establish an Imprest Account pursuant to the authorization of House Bill 1077.

NOW, THEREFORE, BE IT RESOLVED by the City of Rapid City that the City's Finance Officer is authorized to create an Imprest Account for payment of certain expenses as set forth herein.

BE IT FURTHER RESOLVED that money shall be transferred from the general fund to the Imprest Account, but in no case shall the balance of the Imprest Account exceed Two Hundred Fifty Thousand Dollars (\$250,000.00).

BE IT FURTHER RESOLVED that the Imprest Account shall be kept and used by the Finance Officer for advanced payment or for claims requiring immediate payment, but in no case shall payment be made for any claim exceeding the limit for which competitive bidding is required, as established by SDCL Chapter 5-18A.

BE IT FURTHER RESOLVED that all requests for payment of claims from the Imprest Account shall be authorized in writing by a department director with an invoice and a brief memorandum documenting the need for imprest funds.

BE IT FURTHER RESOLVED that upon receipt of the required documentation, the Finance Officer or his or her designee shall prepare a check for the payment of the claim, which check must be signed by the Mayor and the Finance Officer or his or her designee. The check may not be presented to a vendor until delivery of goods or services is received. A check not presented within fifteen days after its date must be returned to the Finance Officer.

BE IT FURTHER RESOLVED that a detailed account of the expenditures from the Imprest Account shall be presented to the Common Council each month, in addition to the listing of all expenditures from the Account with other bills in the Common Council's regular bill list.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

CITY OF RAPID CITY

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Finance Officer

(SEAL)