

RESOLUTION 16-208

A RESOLUTION OF THE CITY OF WOODBURN, INDIANA COMMON COUNCIL REGARDING VARIANCE THRESHOLDS APPLICABLE TO THE CITY OF WOODBURN

WHEREAS, Ind. Code 5-11-1-27(j) requires that erroneous or irregular material variances, losses, shortages, or thefts of political subdivision funds or property shall be reported immediately to the State Board of Accounts; and

WHEREAS, State Examiner Directive 2015-6 directs each political subdivision to determine its own policy on materiality; and

WHEREAS, the Mayor of the City of Woodburn, Indiana (“Mayor”) has signed a Policy on Materiality and Process for Reporting Material Items (the “Policy”); and

WHEREAS, the City of Woodburn, Indiana Common Council does not condone any erroneous or irregular material variances, losses, shortages, or thefts of political subdivision funds or property but recognizes that relatively small items may not justify the cost of the involvement of the State Board of Accounts;

NOW, THEREFORE, the City of Woodburn, Indiana Common Council (“Council”) hereby resolves as follows:

Section 1. The Council hereby endorses and adopts the Policy of the Mayor, attached as Exhibit “A” hereto and incorporated herein.

Section 2. The Council calls upon the Mayor, Clerk-Treasurer and all officials, employees, and agents of the City of Woodburn, Indiana (“City”) to enforce and comply with the Policy and to report noteworthy items to the Mayor.

Section 3. The Council shall act as the City’s Oversight Committee to monitor, as it deems necessary, compliance with the Policy.

Section 4. The Council asks the Clerk-Treasurer to advise the Council of any changes in the Policy.

Section 5. No part of this Resolution shall be interpreted to conflict with any local, state, or federal laws and all reasonable efforts should be made to harmonize the same. Should any section or part thereof of this Resolution be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Resolution as a whole, or any other portion thereof other than that portion so declared to be invalid, and for this purpose the provisions of this Resolution are hereby declared to be severable.

Adopted and Resolved this _____ day of _____, 2016.

**COMMON COUNCIL OF THE
CITY OF WOODBURN, INDIANA**

By: _____
Daniel Watts, Member

By: _____
Dean Gerig, Councilman

By: _____
John Renner, Councilman

By: _____
Mike Voirol, Councilman

By: _____
Michael Martin, Councilman

**DIRECTIVE OF THE MAYOR OF
WOODBURN, INDIANA**

POLICY ON MATERIALITY AND
PROCESS FOR REPORTING MATERIAL ITEMS

WHEREAS, Ind. Code 5-11-1-27(j) requires that erroneous or irregular material variances, losses, shortages, or thefts of political subdivision funds or property shall be reported immediately to the State Board of Accounts; and

WHEREAS, State Examiner Directive 2015-6 directs each political subdivision to determine its own policy on materiality; and

WHEREAS, the City of Woodburn, Indiana ("City") does not condone any erroneous or irregular material variances, losses, shortages, or thefts of political subdivision funds or property but recognizes that relatively small items may not justify the cost of the involvement of the State Board of Accounts;

NOW, THEREFORE, I, Joseph Kelsey as Mayor of the City of Woodburn, Indiana direct as follows:

Section 1. All erroneous or irregular variances, losses, shortages, or thefts of City funds or property, or funds or property the City holds in trust, shall be reported to the Mayor ("Mayor") or his designee promptly upon discovery.

Section 2. It will be the policy of the Mayor to report to the State Board of Accounts any erroneous or irregular variances, losses, shortages or thefts of cash in excess of Five Hundred Dollars and 00/100 (\$500.00), except for inadvertent clerical errors that are identified timely and promptly corrected with no loss to the City.

Section 3. It will be the policy of the City to report promptly to the State Board of Accounts any erroneous or irregular variances, losses, shortages, or thefts of non-cash items in excess of One Thousand Dollars and 00/100 (\$1,000.00), estimated market value, except for those resulting from inadvertent clerical error or misplacements that are identified timely and promptly corrected with no loss to the City, and except for losses from genuine accidents.

Section 4. All City elected officials are expected, and all City employees and agents are directed, to comply with this policy, and the Common Council of the City of Woodburn, Indiana is asked to endorse it.

Executed this _____ day of _____, 2016.

Joseph Kelsey, Mayor
City of Woodburn, Indiana