



Established 1771

CHATHAM COUNTY COMMISSIONERS

Mike Dasher, Chair
Diana Hales, Vice Chair
Jim Crawford
Franklin Gomez Flores
Karen Howard

COUNTY MANAGER

Dan LaMontagne

P. O. Box 1809, Pittsboro, NC 27312-1809 • Phone: (919) 542-8200

Resolution of the Chatham County Board of Commissioners

ESTABLISHING DUTIES ASSIGNED TO THE FINANCE OFFICER AND ADOPTING CHECK, PURCHASE ORDER AND DISBURSEMENT PROCEDURES

WHEREAS, the Board of Commissioners of Chatham County wishes to define the duties of the position of Finance Officer and adopt procedures within those responsibilities related to check, purchase order and disbursement voucher signing; and

WHEREAS, NC General Statute 159 establishes the duties of Finance Officer and the legal requirements, responsibilities, and methods for internal control procedures, receipt and deposit of all moneys, maintaining records concerning bonded debt, the supervision of the investment of idle funds, accounting system requirements, funds required, encumbrance systems, financial disbursement procedures, and signatures.

NOW, THEREFORE BE IT RESOLVED, by the Board of County Commissioners of Chatham County that the position of Finance Officer shall adhere to the duties outlined in NC General Statute 159 and the following procedures within those assigned duties and responsibilities are adopted:

1. One signature will be required on each Chatham County check or draft on an official depository.
2. In accordance with N.C. G.S. 159-25(b), all checks or drafts shall be signed by the Finance Officer; the Finance Officer’s alternate shall be the Assistant Finance Officer serving as Deputy.
3. In accordance with N.C. G.S. 159-28.1, the use of facsimile signing of checks is hereby authorized for the Finance Officer. Signature devices are to be kept under security by the Finance Officer and Assistant Finance Officer who shall be bonded and along with the sureties of the official bond are liable for any illegal, improper, or unauthorized use of them.
4. In accordance with N.C. G.S. 159-28(a1), preaudit of purchase orders and disbursement vouchers shall be signed by the Finance Officer; the Finance Officer’s alternate shall be the Assistant Finance Officer serving as Deputy.

Adopted, this the ____ day of _____.

Mike Dasher, Chair
Chatham County Board of Commissioners

ATTEST:

Lindsay K. Ray, NCCCC, Clerk to the Board
Chatham County Board of Commissioners