

**RESOLUTION No. 2017-1-17-7**  
**Village of Vinton, Texas**

**A RESOLUTION ESTABLISHING SIGNATORIES AND EXPENDITURE  
LIMITS POLICY FOR THE VILLAGE OF VINTON AND PROVIDING  
FOR THE FISCAL MANAGEMENT OF THE VILLAGE**

- WHEREAS,** PURSUANT TO Chapter 102 of the Texas Local Government Code the Mayor is the Budget Officer of the village; and
- WHEREAS,** pursuant to Chapter 22 of the Texas Local Government Code the Mayor is the Chief Executive Officer of the Village and as such shall at all times ensure that the laws and ordinances of the Village are properly carried out; and
- WHEREAS,** the Mayor is required by law to regularly give Village Council information necessary for conducting public business, and shall recommend to the Council any measure, rule that relates to good government or improving the health and safety of the Village; and
- WHEREAS,** the Council has diligently prepared, adopted and filed a Village budget with the Municipal Clerk; and
- WHEREAS,** the Council has the authority under Chapter 51 of the Texas Local Government Code to adopt any rule or regulation that is for the good government of the Village and is necessary for the proper carrying out of the powers granted to the Village; and
- WHEREAS,** the Council finds that Village efficiency and effectiveness will be improved with the establishment of clear rules and procedures regarding the expenditures of public funds.

**NOW, THEREFORE, BE IT RESOLVED** that the Village Council of the Village of the Vinton affirms,


- a. Village funds may only be expended in accordance with the duly approved Village Budget. The budget may be amended for municipal purposes in accordance with state law. Exceptions may be made for documented emergencies.
- b. Two (2) signatures shall be required on any Village check in order to draw upon Village bank accounts. Signatories are to be Mayor Leos, Village Council Members: Yolanda Lucero, and Victor Carrejo, and the Village Administrator/Clerk.
- c. The Mayor is authorized to expend funds on behalf of the Village not to exceed a combined total amount of \$4, 000.00 per month without first obtaining prior approval of the Village Council unless the situation constitutes an emergency.
- d. Public Works Director and City Administrator/Village Clerk are authorized to expend funds on behalf of the Village not to exceed a combined total amount of \$ 250.00 without first obtaining prior approval of the Mayor up to \$4,000.00, unless the situation constitutes an emergency.
- e. Village Administrator/Clerk shall receive and retain all receipts and invoices documenting the expenditure of Village Funds by all Village officials. Notification of expenditures made without prior Village Council approval shall be reported to the

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Village Administrator/Clerk within forty-eight (48) hours of the expense being incurred.

- f. No person may apply for a credit card, debit card or any type of account with a financial institution without first receiving the prior approval of the Village Council.
- g. The Village Administrator/Clerk shall submit to Council an accounting of accounts receivable and accounts payable on a regular basis.
- h. Any Village rules or regulations that contradict this policy are hereby repealed to the extent of such conflict.
- i. If any portion or provision in this policy is found by a court or administration agency to be unlawful, the unlawful portion shall be constructively stricken and the remaining portions of the policy shall be given full weight and effect.
- j. This policy takes effect immediately upon enactment.

**PASSED, APPROVED AND ADOPTED** on this the 17<sup>th</sup> day of January, 2017.

  
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Manuel Leos, Mayor  
Village of Vinton, Texas

Attest:  
  
\_\_\_\_\_  
Jessica Garza, Village Administrator

Approved:   
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Shane English, Village Attorney