

RESOLUTION NO 2014-R-06

A RESOLUTION BY THE MUNICIPAL GOVERNING BODY, CITY OF BULL SHOALS TO REQUIRE A SMOOTH AND PROPER ASSISTANCE FROM THE STAFF AT BULL SHOALS CITY HALL IN OUR EFFORT TO HAVE OUR FINANCIAL ACCOUNTS BROUGHT UP TO DATE

WHEREAS, the CITY COUNCIL has seen fit to hire Kimberly Williams to bring our financials up to date from June 2012 to the present.

WHEREAS, she will require assistance and cooperation in locating all the documents she will need in order to do her job properly These will include all hard copies of invoices, purchase orders, bank statements, receipt books, written responses to the state audit, reports, and any other paper work needed to verify the data that was entered

WHEREAS, she will need a clean computer and flash drive as required by the City Council. Someone at City Hall is to provide her with their copy of Quick Books which she will install along with a security and antivirus program. She will be allowed to take the computer home with her She will not be connecting to the internet or connecting wireless to anything.

Ms. Williams will need specific data from Quick Books on the Server downloaded onto a flash drive by an employee or other person, so she can install on her computer. This will give her the original data to compare to paperwork to verify that all entries have been made correctly

Ms Williams will fill out a time card and answer strictly to the Council. At the end of each pay period a council member will verify her time and sign off as authorization for payment She will be considered a temporary employee, on payroll, at fifteen dollars per hour with taxes withheld according to her W4

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This Resolution is to take effect immediately upon passage by the Bull Shoals City Council.

Adopted this 5TH day of May, 2014

APPROVED: Bruce E. Powell
BRUCE E Powell - Mayor

ATTESTED. Jenny Hargleroad
Jenny Hargleroad - Recorder/Treasurer