

CITY OF RICHLAND, TEXAS

RESOLUTION NO. 2026-0909

EXPENDITURE POLICY

A RESOLUTION ESTABLISHING AN EXPENDITURE POLICY FOR THE CITY OF RICHLAND AND PROVIDING FOR THE FISCAL MANAGEMENT OF THE CITY AND ADDRESSING THE AUTHORITY OF THE MAYOR, CITY SECRETARY, POLICE CHIEF, AND PUBLIC WORKS SUPERVISOR TO MAKE MINOR EXPENDITURES.

WHEREAS, pursuant to Chapter 102 of the Texas Local Government Code, the Mayor is the Budget Officer of the City; and

WHEREAS, pursuant to Chapter 22 of the Texas Local Government Code, the Mayor is the Chief Executive Officer of the City, and as such shall at all times ensure the laws and ordinances of the City are properly carried out; and

WHEREAS, the Mayor is required by law to regularly give the City Council information necessary for conducting public business and shall recommend to the Council any measure, rule, or regulation that relates to good government or improving the health and safety of the City; and

WHEREAS, the Council intends to diligently pursue adoption of a City budget and recognizes there may be minor administrative start-up costs prior to adoption of the City's first budget, including office supplies and liability insurance; 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 City and is necessary for the proper carrying out of the powers granted to the City; and

WHEREAS, the Council finds that City efficiency and effectiveness will be improved with the establishment of clear rules and procedures regarding expenditures of public funds.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RICHLAND, TEXAS:

- A.** City funds may only be expended in accordance with the duly approved City 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 City check in order to draw upon City bank accounts. Signatories are to be the Mayor, Mayor Pro-Tem, members of the City Council's Finance Committee, and the City Secretary.
- C.** The Mayor is authorized to expend funds on behalf of the City, not to exceed a combined total amount of five hundred dollars (\$500.00) per month without first obtaining prior approval of the City Council unless the situation constitutes an emergency. All checks for expenditures authorized under this section must be processed or issued by the City Secretary. For expenditures made by City credit card, all receipts or invoices must be submitted to the City Secretary for bookkeeping and recordkeeping purposes.
- D.** The City Secretary, Police Chief, and Public Works Supervisor are authorized to expend funds on behalf of the City, not to exceed a combined total amount of five hundred dollars (\$500.00) per month without first obtaining prior approval of the City Council unless the situation constitutes an

emergency. All checks for expenditures authorized under this section must be processed or issued by the City Secretary. For expenditures made by City credit card, all receipts or invoices must be submitted to the City Secretary for bookkeeping and recordkeeping purposes.

- E. The City Secretary shall receive and retain all receipts and invoices documenting the expenditure of City funds by all City officials. Notification of expenditures made without prior City Council approval shall be reported to the City Secretary 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 City Council.
- G. The City Secretary shall submit to the City Council an accounting of accounts receivable and accounts payable prior to the regular meeting.
- H. Any City 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 administrative agency to be unlawful, the unlawful provisions 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 AND APPROVED on this 10 day of September, 2026, by a vote of 3 ayes, 0 nays, and 1 abstentions of the City Council of the City of Richland, Texas.

CITY OF RICHLAND, TEXAS



Mayor

ATTEST:



Holli Bennett, City Secretary