

## **RESOLUTION NO. 18-07**

### **A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF ANNETTA, TEXAS, CREATING A FINANCE COMMITTEE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Annetta, Texas, is a Type A general law municipality located in Parker County, created in accordance with the provisions of Chapter 6 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

**WHEREAS**, the Town Council desires to create and establish a Finance Committee to assist the Town Council in its responsibilities pertaining to the Town's finances.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF ANNETTA, TEXAS:**

#### **SECTION 1. CREATION AND PURPOSE**

A Finance Committee ("Committee") is hereby created and established. The Committee will assist the Town Council ("Council") in fulfilling its responsibilities pertaining to the Town's finances in accordance with the Town's Code of Ordinances, policies, and applicable laws and regulations. The Council will, from time to time, review whether or not the Committee should be continued.

#### **SECTION 2. RESPONSIBILITIES**

The Committee shall serve solely in an advisory capacity to the Council. Among other matters that may be requested from time to time by the Council, the Committee may review and make recommendations to the Council regarding the following matters:

- Financial reports that have been or are to be provided to the Council;
- The Town's comprehensive financial annual report, the annual audit of the Town's finances, and the Town's auditor's management letter or report on internal control, prior to the presentation and submission to the Council;
- The long-term debt capacity of the Town;
- The adequacy and implementation of any internal audit function;
- The Town's budget process;
- The Town's investment policy; and
- Operation of the Town's water and sewer system.

**SECTION 3.  
COMPOSITION**

The Committee will consist of the Mayor, two Councilmembers, the Town Secretary, and the Town's consultant financial advisor(s). Councilmember Committee members will be appointed during the regular meeting of the Council in October of each year or as soon thereafter as practicable. Committee membership will be for a period of one year, subject to the member's removal, resignation, or termination of the member's position as a member of the Council.

It is the intent of the Council that each Committee member be financially literate, with members having a demonstrated financial background such as in banking, accounting, and/or finance.

The Committee may be terminated or discontinued by the Council at any time and for any reason or for no reason, at which time the membership of each then current member shall terminate.

**SECTION 4.  
MEETINGS**

The Committee will meet at least quarterly and may convene additional meetings as it deems appropriate. Such meetings will be on dates and at times as approved by a majority of the Committee. All Committee members are expected to attend each meeting, in person or via tele- or videoconference, but it is understood that a member may miss a meeting for illness or emergency (as reasonably determined by the Committee member), and may otherwise be excused from a meeting by the Committee. The Committee may invite others to attend meetings and provide pertinent information, as necessary. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials.

A quorum of the Committee shall consist of a majority of the entire membership of the Committee. The affirmative vote of a majority of the members of the Committee present at a Committee meeting shall be necessary to make a recommendation to the Council.

**PASSED, APPROVED AND ADOPTED THIS 20<sup>TH</sup> DAY OF SEPTEMBER, 2018.**

  
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Bruce Pinckard, Mayor

ATTEST:

  
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Jamee Long, Town Secretary

