

TOWN OF MASON, TENNESSEE

RESOLUTION NO. ____

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF MASON, TENNESSEE, REQUIRING THE SUBMISSION OF A MONTHLY FINANCIAL REPORT PRIOR TO EACH REGULAR BOARD MEETING

WHEREAS, the Board of Mayor and Aldermen ("BMA") of the Town of Mason, Tennessee, is responsible for oversight of municipal finances, budgeting, and expenditures; and

WHEREAS, the BMA finds that timely and comprehensive financial reporting is necessary to ensure transparency, accountability, and sound fiscal management; and

WHEREAS, the BMA desires to establish a uniform requirement for the preparation and submission of a monthly financial report prior to each regular board meeting;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF MASON, TENNESSEE THAT:

Section 1. Report Required. A written monthly financial report shall be filed with the Board of Mayor and Aldermen no fewer than seven (7) days prior to each regular board meeting.

Section 2. Responsibility for Preparation. The report shall be prepared and submitted by the Finance Director with the assistance of the Human Resources Director and other department directors as may be required to compile the report.

Section 3. Required Contents. The monthly financial report shall include, at a minimum, the following information for the preceding month:

A list of all invoices, payments, or electronic fund transfers made, including the budget fund and account to which each expenditure was charged;

A list of all revenues collected, itemized by source;

The current monthly balance of all budget funds;

A list of all bank accounts, including deposits, withdrawals, and the current balance of each account;

A list of all employees showing current job classification, rate of pay, hours worked, leave balance, leave used, sick leave balance, and sick leave used; and

A list of all debt obligations, payments due, payments made, and remaining balances.

A list of all outstanding Contracts with remaining balances for each.

Section 4. Availability to the Board. The report shall be distributed to all members of the BMA and made available for review 7 days prior to the meeting at which it will be considered.

Section 5. Finance Director to attend Board meetings. The Finance Director shall be present at all meetings of the Board to present the monthly financial report and answer questions from the Board.

Section 6. Effective Date. This Resolution shall take effect immediately upon its adoption, the public welfare requiring it.

Adopted this ____ day of _____, 2026.

Mayor

ATTEST:

Town Recorder