

ST. GEORGE TRANSITION DISTRICT

The following Resolution was offered by MR. POTTER and seconded by MR. BROWNING :

RESOLUTION NO. 2024-009 REV 1

A RESOLUTION OF THE ST. GEORGE TRANSITION DISTRICT ESTABLISHES A PROTOCOL FOR APPROVING & PAYMENT OF INVOICES, ACCOUNTING OF PAYMENTS.

WHEREAS, the St. George Transition District shall adopt the following protocol for approval and payment of invoices associated with the Transition District and the city of St. George appointed officials:

1. The Chairman shall require and approve all agreements and engagement letters with contractors, and ensure the contractors submit their W-9 forms to the Treasurer prior to any payments being made.
2. Each invoice must be validated and endorsed by a member of the Transition District with their signature and date of validation, excluding the Chairman and Treasurer.
3. After each invoice is validated for accuracy of services rendered, the Chairman must approve the invoice for payment and forward the invoice and all corresponding documentation to the Treasurer for payment.
4. The Treasurer shall ensure W9 forms are collected for all contract services prior to any payments being made. Upon receipt of an approved invoice and any corresponding documentation, the Treasurer will review, write, and sign the check for payment. The Treasurer shall retain a binder containing all documentation associated with the invoice, and shall ensure the invoice has been endorsed and approved as noted above.
5. The Treasurer will forward the signed check(s) and copies of corresponding documentation to the Clerk for mailing.
6. Upon receipt of the signed check and corresponding documentation, the Clerk should review the check and documentation for accuracy and insure that the check is mailed promptly.
7. Hancock Whitney shall mail the Transition District checking account monthly statements in a sealed envelop to William Potter, St. George Transition District Secretary, 14100 Airline Hwy, St. George, LA 70817. The Secretary shall open the sealed envelop of the monthly statements, sign and date statements, and provide copies to the Treasurer and the Accountant .
8. The Accountant shall maintain the official record of the Transtion District fiscal budget and payments reconciled to the budget. The Accountant shall provide monthly reports to the Transition District in their second monthly meeting.

NOW THEREFORE, IT IS RESOLVED that the St. George Transition District adopts this protocol for approval and payment of invoices.

BE IT FURTHER RESOLVED by the St. George Transition District Members that this Resolution shall become effective in accordance with law.

This Resolution having been submitted to a vote, the vote thereon was as follows:

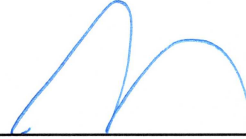
For: *BROWNING, Murrell, Potter, Talbot*

Against: *None*

Absent: *RIALS*

Abstained/Recused: *-*

I, J. Andrew Murrell, Chairman of the St. George Transition District, under authority vested in me under the law, hereby certify the above and foregoing to be a true and exact copy of a resolution adopted by the said District at its meeting held December 4th, 2024, at which a quorum was present, and the same has not been revoked, rescinded or altered in any manner, and is in full force and effect.



J. Andrew Murrell, Chairman

CERTIFICATION

The above and foregoing Resolution No. 2024-009 Rev 1 consisting of two (2) pages was adopted at the regular meeting of the St. George Transition District Board of Directors held on December 4th, 2024.



William Potter, Secretary