

**BILL NO. 64-17**

**ORDINANCE NO. 2370**

**AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A SERVICE AGREEMENT BETWEEN THE CITY OF WARRENTON, MISSOURI AND THE GREATER WARREN COUNTY ECONOMIC DEVELOPMENT COUNCIL**

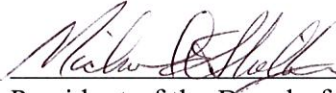
BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WARRENTON, MISSOURI, AS FOLLOWS:

SECTION I. That the Mayor is hereby authorized to execute on behalf of the City of Warrenton, Missouri a Service Agreement, a copy of which has been attached as Exhibit "A", which is incorporated herein by reference, with the Greater Warren County Economic Development Council.

SECTION III. That all ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

SECTION IV. This Ordinance shall take effect and be in full force from and after the passage and approval thereof.

READ TWO TIMES AND PASSED by the Board of Aldermen of the City of Warrenton, Missouri, this 5<sup>th</sup> day of September, 2017.

  
\_\_\_\_\_  
President of the Board of Aldermen

APPROVED BY THE MAYOR of the City of Warrenton, Missouri this 5<sup>th</sup> day of September, 2017.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk

Service Agreement

On this \_\_\_\_ day of \_\_\_\_\_, 2017, the Greater Warren County Economic Development Council (GWCEDC), and the City of Warrenton, Missouri (City) for good and valuable consideration described below enter into this agreement.

Whereas, for the sum of \$10,000.00 paid by City to GWCEDC, GWCEDC shall provide economic development services to City for the period beginning on the effective date of this agreement until June 30, 2018. These services shall include:

1. Actively recruit new business to City
2. Provide help in enhancing local business

This agreement shall be effective and executed the date approved by both GWCEDC and City and shall expire on June 30, 2018.

The laws of the State of Missouri shall govern this Agreement.

City and GWCEDC agree that GWCEDC is acting as an independent contractor to City and that its actions shall be completely at the discretion of the board of directors of GWCEDC. GWCEDC and the board of directors shall comply with all applicable Federal, State and local laws in performing services under the terms of this agreement.

GWCEDC shall have the agreed upon procedures in Exhibit "A" performed by a certified public account covering the period of services provided to the City under the terms of this service agreement. GWCEDC and the City mutually agree that the procedures will comply with the agreed upon audit procedures which are attached hereto as Exhibit "A" and incorporated herein by this reference.

GWCEDC shall provide an audited financial statement within 90 days of June 30, 2018.

Whereas, Greater Warren County Economic Development Council and the City of Warrenton, Missouri, hereby execute this Agreement as of the date and year last written below:

GWCEDC

City of Warrenton, Missouri

By \_\_\_\_\_  
Date

By C. W. Lehle 9/5/17  
Date

## EXHIBIT "A"

### CITY OF WARRENTON/GWCEDC

#### **Agreed Upon Audit Procedures to be performed by certified public accountant**

- Internal Controls
  1. All disbursements are approved in meeting minutes or are approved by individual with no access to the accounting function
  2. Individuals preparing check and performing accounting functions are not authorized check signors.
  3. Suggested improvements to internal controls
  
- Bank Reconciliation
  1. Bank statements are reconciled within thirty days after month end. Unusual fees (returned check fees, etc) reflected on bank statements have been recorded
  2. Bank reconciliations are provided to Board for review monthly
  
- Receipts
  1. Receipts are deposited within three days after being received.
  2. Receipts are properly recorded in the accounting records
  3. Appropriate deposit slips are used with itemization of cash & checks
  
- Disbursements
  1. Pre-numbered checks are used
  2. Checks are signed by approved signers who do not have access to blank check stock or accounting records.
  3. Adequate documentation is present to support each expenditure
  4. All checks are accounted for
  5. Disbursements are properly coded in the accounting records
  
- Accounts Receivable
  1. Dues are billed timely
  2. A/R listing is maintained and provided to Board regularly (at least quarterly)
  3. Notification of past due amounts are sent timely (at least quarterly)
  
- Budget
  1. Budget is prepared
  2. Specific events for which funds are provided are specifically identified in the accounting records. Revenues received and expenses incurred relating directly to such events are identified in the accounting records.