

RESOLUTION NO. 2020-15

CITY OF HAYWARD, FREEBORN COUNTY

STATE OF MINNESOTA

Authorization to Amend the July 2020 Budget vs Actual Report

WHEREAS, the City Clerk Treasurer is responsible for the submission of financial reports and accounting at every monthly Council Meeting;

WHEREAS, the City of Hayward utilizes Quickbooks Pro accounting software as its primary bookkeeping tool;

WHEREAS, each month the Clerk Treasurer prepares a report titled Budget vs Actual which reflects income and expenses for the previous month's financial transactions;

WHEREAS, during the August 17, 2020 Council Meeting the financial report titled Budget vs Actual for the month of July 2020 only showed transactions through April 30, 2020; however, it should have shown transactions through July 31, 2020;

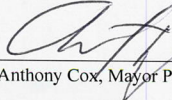
WHEREAS, during the August 2020 City Council Meeting, the City Council voted to approve the July 2020 financial documents, including the Budget vs Actual Report as prepared and submitted;

THEREFORE, in order to correct the end date of said report to reflect financial transactions from January 1, 2020 through July 31, 2020, there must be authorization from the Council to amend the original July 2020 Budget vs Actual Report from January 1 2020 through April 30, 2020 to January 1, 2020 through July 31, 2020;

WHEREAS, during the September 14, 2020 Hayward City Council Meeting, Clerk Treasurer brought the issue to the attention of City Council, and after reviewing all documents submitted, Councilor Cox motioned to authorize the amendment of the original July Budget vs Actual Report from January 1, 2020 through April 30, 2020 to January 1, 2020 through July 31, 2020; Councilor Dolph advanced and **Resolution 2020-15** carried unanimously.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Hayward, that it hereby establishes **Resolution 2020-15**, the authorization to amend the July 2020 Budget vs Actual Report submitted to Council for approval on August 17, 2020 - from January 1 2020 through April 30, 2020, to the correct dates and additional financial information of January 1, 2020 through July 31, 2020.

APPROVED THIS 14TH DAY OF SEPTEMBER 2020.


Anthony Cox, Mayor Pro Tempore

ATTEST:


Kathryn Aase, Clerk/Treasurer