RESOLUTION R-2026-03-05

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WESTON, TEXAS, ESTABLISHING CONSISTENT PROCEDURES FOR RECEIVING, APPROVING, AND PAYING INVOICES FOR THE TOWN OF WESTON, INCLUDING THE FIRE DEPARTMENT

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WESTON, TEXAS, THAT:

SECTION 1
PURPOSE AND SCOPE

1.1 The purpose of this Accounts Payable Policy is to establish consistent procedures for receiving, approving, and paying invoices for the Town of Weston, including the Fire Department, in order to:

- Ensure timely payment to vendors
- Maintain proper internal controls and approvals
- Provide clear visibility of current cash position and pending obligations

1.2 This policy applies to all Town of Weston departments, including the Fire Department, and to all payments made by check, ACH, or wire transfer from Town accounts.

SECTION 2

SECTION 3
INVOICE SUBMISSION

3. INVOICE SUBMISSION

3.1 Approved Submission Methods

All invoices payable by the Town must be submitted by vendors using one of the following methods:

By mail:

Town of Weston – Accounts Payable

Town Hall physical mailing address

By email:

AP@westontexas.com

3.2 Invoice Requirements

Invoices should include, at a minimum:

Vendor name and remittance address

Invoice date

Invoice number

Description of goods/services

Amount due

Payment terms (e.g., Net 30)

Incomplete invoices may be returned or held until sufficient information is provided.

SECTION 4
PAYMENT SCHEDULE

4.1 Regular Check Runs

Accounts Payable (AP) will process payables twice per month on a regular basis, targeting:

- The 15th of each month, and
- The last day of each month

4.2 Weekends and Holidays

If the 15th or the last day of the month falls on a weekend or Town holiday, the payment run will be processed on a business day as close as reasonably practical to those dates (either the preceding or following business day, as determined by AP and the Mayor or designee).

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SECTION 5
APPROVAL TIMELINE AND RESPONSIBILITIES

5.1 Target Submission to Mayor

AP staff will prepare and submit the proposed list of invoices to be paid to the Mayor no later than two (2) business days prior to each scheduled check run (15th and last day of the month, adjusted for weekends/holidays as above).

5.2 Mayor Review and Approval

- The Mayor will review the listing(s) and supporting documentation.
- Upon approval, the Mayor will authorize AP to proceed with payment processing for the listed invoices.

5.3 AP Staff Responsibilities

- Ensure all invoices are properly coded to the chart of accounts and budget.
- Verify that required department-level approvals (if any) have been obtained prior to submission to the Mayor.
- Prepare and maintain complete payable listings and supporting documentation for audit and record-keeping.

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SECTION 6
PAYABLES LISTING REQUIREMENT

6. PAYABLES LISTING REQUIREMENTS

For each check run, AP staff will prepare a payables listing in Excel format or equivalent generated from an approved accounting system.

6.1 Separate Listings

Two separate listings will be prepared:

1. Town Hall / General Government Expenses Listing
2. Fire Department Expenses Listing

These should not be combined; each listing stands alone and will be clearly labeled.

6.2 Required Columns / Fields

Each listing will include, at a minimum, the following fields for each invoice:

- Payable to / Vendor name
- Invoice date
- Invoice number
- Payment terms (e.g., Net 30, Due on Receipt)
- Amount of invoice
- Chart of accounts code (GL account)
- Budget status:
  - Whether the item is specifically budgeted (Yes/No)
  - Whether the amount is within the current budget for that line item (Yes/No)
- Budget reference:
  - The approved budget or budget line item under which the invoice falls (e.g., "FY25 General Fund – Streets Maintenance," "FY25 Fire Dept – Equipment")

6.3 Prior Period Invoices Section

Each listing will contain two sections:

Section A – Current Period Payables

- Invoices dated within the current period and submitted in time for the upcoming check run.

Section B – Prior Period Payables (Not Previously Approved or Processed)

- Invoices from prior periods that were either:
  - Not received in time for previous runs,
  - Held pending clarification or approval, or
  - Otherwise not processed.

Section B will be clearly labeled, and each invoice in Section B will be identified as a prior-period item.

SECTION 7.
CASH POSITION AND TOTALS ON THE LISTING

Each payables listing (Town Hall and Fire Department) will clearly show the following summary information:

7.1 Top Right Corner of Listing
At the top right of each listing, AP will display:

1. Current available funds in the General Fund checking account (as of the date of preparation of the listing).
2. Total dollar amount of any outstanding checks, if applicable and known, directly under the available funds line.

Example:

- Available General Fund checking balance: $XXX,XXX.XX
- Total outstanding checks (not yet cleared): $XX,XXX.XX

7.2 Bottom of Listing
At the bottom of each listing, AP will present:

- Total amount of invoices proposed for approval and payment in the current check run (sum of both Section A and Section B for that listing).

This allows the Mayor (and any other reviewing official) to quickly assess cash on hand versus obligations being approved.

SECTION 8.
PAYMENT METHODS

Once the Mayor has approved the listings, AP staff will process the following forms of payment:

- Checks
- ACH (Automated Clearing House) transfers
- Wire transfers

All payment methods must:

- Comply with Town banking arrangements and internal control requirements, and
- Be processed and sent on or around the 15th or the last day of the month, consistent with Section 4 of this policy.

Authorized signatures and bank approvals will be obtained in accordance with the Town's separate Banking & Signatory Authority Policy (if adopted) or applicable resolutions.

SECTION 9
OFF-CYCLE / EMERGENCY PAYMENTS

While the intent of this policy is to concentrate payments on the 15th and last day of the month, off-cycle payments may be made only when necessary and justified, such as:

- Emergencies affecting health, safety, or essential operations
- Time-sensitive obligations that would incur significant penalties or service interruption

Off-cycle payments require:

- Approval by the Mayor (and/or Mayor Pro Tem if the Mayor is unavailable), and
- Documentation of the reason for the off-cycle payment, retained with the invoice.

Off-cycle payments should still be reflected on the next regular payable listing (clearly indicated as "Paid Off-Cycle").

SECTION 10
RECORDS RETENTION

- All payables listings, supporting invoices, approvals, and payment confirmations (check copies, ACH/wire confirmations) will be retained in accordance with the Town's records retention policy and applicable state law.
- Electronic records in the accounting system and Excel (or equivalent) files should be backed up and accessible for audit purposes.

SECTION 11
POLICY ADMINISTRATION, EFFECTIVE DATE & REVIEW

- This policy will be administered by the Town's Accounts Payable staff under the supervision of the Mayor and/or designated finance official.
- The policy becomes effective upon adoption by the Town Council and will apply to all payables processed after that date.
- The policy should be reviewed at least annually and updated as necessary to reflect changes in law, best practices, Town structure, or accounting systems.

SECTION 12.
FRAUD, WASTE, AND ABUSE

12.1 The town does not tolerate fraud, theft, or misuse of public funds or property.

12.2. Any official, employee, or contractor who becomes aware of suspected fraud, waste, or abuse involving Town funds shall promptly report it to the Mayor, Town Council, or appropriate law-enforcement or oversight agency.

12.3. Confirmed violations may result in disciplinary action, termination of contracts, recover of losses, and referral to law enforcement, as appropriate and permitted by law.

This Resolution shall be in full force and effect from and after March 24, 2026 and it is so resolved.

RESOLVED AND ENTERED by Council this 24th day of March 2026.

APPROVE

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Matt Marchiori, Mayor

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Shelly Green, Interim City Secretary