

March 15, 2021

REGARDING

To amend the general check signing requirement of two signatories – 1. Chair or Vice Chair or Treasurer, **and** 2. Chief Financial Officer or Director of Finance. This motion would grant a single staff member, specifically the Director of Finance or Chief Financial Officer, the authority to sign payroll checks generated from the computerized payroll system and drawn on the Authority’s payroll bank account. The maximum value of any one check shall be \$3,000 – enough to cover up to one week’s pay for any Authority employee.

A report to be presented at the regular monthly board meeting of the Authority will list those checks (check number and amount) generated in such a manner since the last meeting.

PURPOSE

In the past and on an infrequent basis, certain employee pay has been omitted in error from the weekly transmission of payroll data to the Authority’s payroll processor. On some occasions that pay needed to be remitted during that same pay week, necessitating the generation of a manual check. A board member has not always been immediately available to sign such checks. To more efficiently comply with State regulations regarding timeliness of employee pay this motion is proposed as recommended in the TM Byxbee Management letter relating to the Fiscal Year ended June 30, 2020 audit.

COST

N/A.

FUNDING

N/A.

RECOMMENDATION

Amend the general check signing requirement to allow for more efficient processing of office-generated payroll checks. Concurrence with this policy has been received, and recommended, from the Authority’s auditors, T.M. Byxbee.

March 15, 2021

MOTION TO AMEND THE GENERAL CHECK SIGNING POLICY TO ALLOW THE DIRECTOR OF FINANCE OR CHIEF FINANCIAL OFFICER TO SIGN PAYROLL CHECKS GENERATED FROM THE AUTHORITY'S PAYROLL SYSTEM AND DRAWN ON THE AUTHORITY'S PAYROLL BANK ACCOUNT.

At a Regular Meeting of the New Haven Parking Authority, duly warned and open to the public, held via Zoom at 5:30 p.m. on Monday, March 15, 2021 Commissioners of the Authority being present, the above Motion was proposed by Commissioner _____, seconded by Commissioner _____, put to vote and unanimously adopted.

Certified to be a true and correct copy.

Douglas Hausladen
Secretary