

City of New Berlin General Financial Policy	TITLE: General Financial Policy Review Procedure & Listing
AUTHORIZATION DATE: 10/13/15	LAST UPDATE: 11/13/18
POLICY SOURCE: Finance Committee	SCOPE: General Financial Policies
Reviewed by City Attorney n/a	Board/Commission Approval: Finance Committee 1/12/17, 6/8/17, 11/8/18 Common Council 1/24/17, 6/13/17, 11/13/18, 01/08/19

General

The City of New Berlin is committed to accurate and legally correct General Financial Policies. This policy will provide for the timely review and accurate up-to-date listing of all General Financial Policies. To this end, our employees will be afforded current documentation to better know their responsibilities as employees of the City of New Berlin.

Policy

All General Financial Policies, will be reviewed by the Finance Committee, and approved in writing by the Mayor every three years at a minimum. Policies may be reviewed, and changed or rescinded sooner if the City deems appropriate. In the event of city, state or federal changes to the law, the General Financial Policy affected by such a change will be reviewed and adjusted forthwith.

The following General Financial Policies are currently in effect.

	Policy	Review Date
1	Budget Process Policy	01/08/19
2	Capital Improvement Policy	01/08/19
3	Cash Handling Procedures Policy	01/08/19
4	Collection of Delinquent Accounts Policy	01/08/19
5	Debt Policy	01/08/19
6	Deposit & Investment of City Funds Policy	01/08/19
7	Equipment Disposal Policy	01/08/19
8	Financial Reporting Policy	01/08/19
9	Fixed Asset Policy	01/08/19
10	Identity Theft Policy	01/08/19
11	Post Issuance Compliance Policy	01/08/19

12	Procurement Policy	01/08/19
13	Reserve Funds Policy	01/08/19
14	Revenue Policy	01/08/19
15	Contract Policy	11/15/16
16	4 th of July Contract Policy	06/13/17
17	General Financial Policy Review Procedure & Listing	06/13/17
18	Privacy Policy	11/13/18

A list of all General Financial Policies and their most recently reviewed date will be maintained in the Mayor's Office for the proper follow-up and review as dictated by this policy.

This policy was reviewed and approved by the Finance Committee and Common Council and signed by Mayor David Ament on the 15th day of Jan, 2019 as evidenced by his signature hereon. Three signed originals of this policy have been generated. One original is maintained in the City Clerk's office, the second original is maintained in the Finance Department, and the third original is maintained in the Mayor's Office. This policy may only be modified by the Finance Committee with Common Council approval.



David A. Ament, Mayor