

Draft, not reviewed or approved by the Town Council.  
The reader should contact a serving member for comments and further clarification of discussion.

**Action Number:** *to be assigned by clerk*

**Date of Proposal Inception:** March 4, 2019

**Action Type:** Ordinance

**Date of revision:** June 26, 2019

**Action Name:** Listing of Town Assets

**Action Preamble:**

**WHEREAS**, the Town of Cedar Highlands is a newly incorporated municipality and benefits from establishing procedures for a transparent listing of Town assets; and

**WHEREAS**, it is the best interests of the Town to define the assets of the Town for fiscal reasons.

**NOW THEREFORE**, be it ordained by the town:

**Action Body:** A monthly listing of all Town assets to include but not limited to all property, furniture, equipment and office supplies will be compiled, updated each month, and maintained to reflect the current assets of the Town of Cedar Highlands. The Clerk of the Town, or in the absence of a Town Clerk, the Mayor will compile, update monthly, and produce in writing to the Town Council a detailed listing of every asset of the Town in which Town funds were expended to acquire the asset. The listing of expenditure(s) for newly acquired assets will be accompanied by a deed, billing or other printed material from the provider of the asset including a copy of the Town disbursement check or bank transfer document(s) used to purchase the asset. Assets shall include, but not be limited to 1) the legal description of any property within the boundaries of the Town of Cedar Highlands or outside of the Town boundaries that were acquired in part or in whole and/or are maintained by expenditure of Town assets ; 2) Any and all furniture and equipment (including but not limited to any electronics such as computers, printers, cameras, and recording equipment, and computer-based programs) acquired in part or in whole by Town assets; and 3) office supplies (including but not limited to printer cartridges, printer paper, for use by the Town Clerk or Town Treasurer, Mayor, and/or the Town Council members that are acquired in part or in whole by Town assets. The listing of these items will be compiled, updated monthly, and produced in writing to each member of the Town Council at every regularly scheduled Town Council Meeting during the financial section of the Town meeting presented by the Town Treasurer or in the absence of the Town Treasurer, by the Mayor. Responsibility for compliance of this ordinance is the Mayor as administrator of Town employees.

**Action Penalty:** Violation of this ordinance will result in censure of the Mayor as administrator of the Town Clerk and Treasurer and/or any Town employee tasked with compliance unless the information was not provided to the Clerk or to the Council Member working in the position of an absent Town Treasurer.

**Action Effective Date:** Within ten days or as soon as published on the Town of Cedar Highlands website.

\_\_\_\_\_  
Mayors Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Clerk/Recorder or 2nd Council Member

\_\_\_\_\_  
Date

Printed Name: \_\_\_\_\_