

RESOLUTION NO. 2025-10-002

A RESOLUTION ESTABLISHING A DUAL-SIGNATURE REQUIREMENT FOR WARRANTS ISSUED FOR PAYMENTS FROM THE VILLAGE OF WAYNE LAKES, OHIO. This resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the Village, and shall take effect immediately upon its passage.”

WHEREAS, the Village of Wayne Lakes is committed to maintaining sound financial practices, ensuring transparency, and safeguarding public funds; and

WHEREAS, the implementation of a dual-signature requirement on warrants issued for payment will strengthen internal controls, reduce the risk of error or fraud, and promote accountability in the disbursement of village funds; and

WHEREAS, the Ohio Revised Code permits municipalities to adopt policies governing financial procedures and the issuance of warrants;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Wayne Lakes, State of Ohio:

SECTION 1. Effective April 2025, a process was put into place that all warrants issued for the payment of village funds require the signatures of two authorized officials. The authorized officials shall include the Fiscal Officer and either the Mayor or a designated member of Council.

SECTION 2. The Fiscal Officer shall ensure that no warrant is issued or honored without the required dual signatures, and shall maintain records of all signed warrants as part of the village’s official financial documentation.

SECTION 3. The Mayor and Council may, by motion, designate an alternate signatory in the event of temporary absence or vacancy, provided such designation is recorded in the official minutes.

SECTION 4. This resolution shall be incorporated into the Village’s financial procedures and shared with all relevant staff and banking institutions to ensure compliance.

SECTION 5. For the preservation of public peace, health, safety, and fiscal integrity, this Resolution is hereby declared to be an emergency measure and shall take effect immediately upon its passage.

PASSED BY COUNCIL this 7 day of October, 2025.

President of Council 

ATTEST:

Fiscal Officer 

APPROVED:

Mayor 