

RESOLUTION NO. 2026-03-16-006

A RESOLUTION AMENDING AND RESTATING RESOLUTIONS 2021-04-12-02 A RESOLUTION AMENDING AND RESTATING THE VILLAGE OF WAYNE LAKES POLICY AND PROCEDURES FOR CREDIT CARDS AND DECLARING AN EMERGENCY.

WHEREAS, the Village council desires to amend the methods to comply with the Auditor of State written policy requirements (per Bulletin 2018-003.) The House Bill 312 amends Ohio Revised Code sections 505.64, 511.234, 940.11, 940.12, 1545.072, 1711.131., 2913.21, 3313.291, and 3375.392 and enacts sections 9.21, 9.22, 717. 31, 3313.311, 3314.52, 3326.52, 3328.52 and 6119.60 of the Revised Code to regulate the use of credit cards.

WHEREAS, it is in the best interest of the Village of Wayne Lakes to have an approved Credit Card Policy to ensure all Wayne Lakes issued credit cards are issued, used and monitored in compliance with all applicable rules and regulations.

WHEREAS, Credit Cards allow employees to pay allowable work-related expenses effectively and efficiently. The purpose of is to establish consistent rules and regulations for the proper, safe, and secure use of credit cards by employees.

NOW, THEREFORE, BE IT RESOLVED by the Council for the Village of Wayne Lakes, Darke County, Ohio as follows:

1. The Mayor and Fiscal Officer are responsible for compliance with this Policy and are authorized to use the Village credit cards for purchases.
 - a. The following Village Employee positions will be assigned a credit card for Village business expenses, Mayor, Fiscal Officer, Maintenance Supervisor, Utilities Supervisor, Community Building Manager, and Village Administrator.
2. Whenever possible, all purchases with Village credit cards shall be approved in advance by the Fiscal Officer with a purchase order in order to assure the expenses are appropriated for such purpose and allocated to the correct Village fund.
3. Credit Card Spending Limits are as follows:
 - a. Mayor \$5,500.00
 - b. Fiscal Officer \$25,700.00

- a. Any authorized signor and user who is no longer an employee or officer of the Village shall surrender the Village credit card in his/her possession to the Fiscal Officer immediately.
10. The Fiscal Officer must file a report with the legislative authority detailing all rewards (if any) received based on the use of the village credit card account.

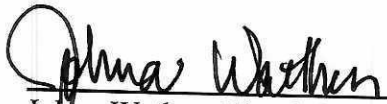
This resolution is declared an emergency and therefore the requirement of three readings is hereby waived.

This Resolution shall take effect immediately upon passage.

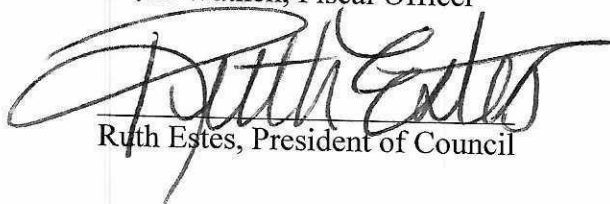
Passed this 20 day of April, 2026 in the Village of Wayne Lakes, Darke County, Ohio.



Linda Clark, Mayor



Johna Wathen, Fiscal Officer



Ruth Estes, President of Council