

RESOLUTION NO. 12-77

RESOLUTION IN REFERENCE TO  
CONTRACTING FOR THE ESTABLISHMENT  
AND IMPLEMENTATION OF AN  
ACCOUNTING AND RECORD KEEPING SYSTEM  
FOR THE VILLAGE OF CHATHAM

WHEREAS, the President and Board of Trustees of the Village of Chatham are interested in establishing a system for accurately accounting for the receipt and expenditure of public funds and in implementing a more efficient system for accounting for public funds;

NOW THEREFORE BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CHATHAM:

That the President of the Board of Trustees of the Village of Chatham be and is hereby authorized to enter into an agreement on behalf of the Board of Trustees of the Village of Chatham with the certified public accounting firm of Ernst & Ernst, under the terms of which that firm shall perform the following for the Village of Chatham:

1. Establish certified general ledgers and cash receipt disbursement journals for each fund of the Village;
2. Prepare a revised chart of accounts of the Village of Chatham so as to provide for a more indepth review of revenue and expenses;
3. Reorganize and reconstruct the cash receipt system for the Village of Chatham;
4. Review and evaluate the present cash disbursements system for the Village of Chatham and evaluate the present purchase system;
5. Establish such accounting procedure that would enable the Village of Chatham to balance the accounts on a montly basis.

6. Intergrate the accounts receivable data in the general ledger so as to enable timely reports from the treasurer;

7. Establish ledger control over investments;

8. Evaluate and revise the present inventory control system;

9. Assist the Village in taking inventory of its fixed assets and establish a fixed asset ledger;

10. Prepare job descriptions for the various administrative personnel employed by the Village which will delineate duties and responsibilities;

11. Establish for the employees of the Village a calendar setting forth the times of certain fiscal activities need be performed on behalf of the Village of Chatham; and

12. Recommend a revision of the monthly report so that the report includes all relevant financial data which might be needed by the members of the Board of Trustees of the Village of Chatham. In consideration for the performance of the above professional service, the Village of Chatham shall pay Ernst & Ernst for professional services in addition to all expenses advanced, fees at the following rates:

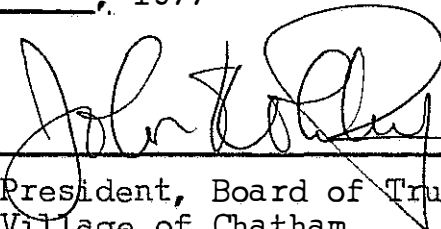
<u>Staff Classification</u>	<u>Rate Per Hour</u>
Partner	\$100
Manager	50
Supervisor	35
Senior	30
In-Charge	27
Staff Assistant	25

However, in no event shall the amount paid by the Village of Chatham under the agreement set forth above to which the President is empowered to enter into on behalf of the Village

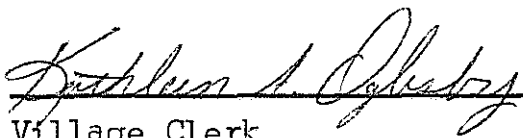
of Chatham exceed the sum of Three Thousand and 00/100 (\$3,000.00)  
Dollars.

PASSED 7/26, 1977

APPROVED 7/26, 1977

  
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President, Board of Trustees  
Village of Chatham

ATTEST:

  
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Village Clerk