

October 19, 2018

TO: Mr. Tony Thaxton, President City Council
City Council Members

FROM: Mary Ann Hess, City Clerk/Finance Director

SUBJECT: Budget and Purchasing Certification

State law requires that a city's accounting records remain open for at least 30 days after September 30 in order for the City to pay outstanding purchase orders. Due to this state law, I cannot certify the purchases for September yet but I will be certifying September and October purchases after we close the records the last week of October.

We have completed the revenue sheets for September and I am enclosing those for your review.

Respectively,

Mary Ann Hess
City Clerk/Finance Director