

**RESOLUTION 2026-6**

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF ST. LUCIE VILLAGE, FLORIDA, SPECIFYING REGULAR FINANCIAL REVIEW AND DOCUMENTATION OF THAT REVIEW, TO ADDRESS MORE SPECIFICALLY AN AUDIT FINDING RELATED TO LACK OF SEGREGATION OF DUTIES, AND PROVIDING AN EFFECTIVE DATE.

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WHEREAS, the Board of Aldermen of the Town of St. Lucie Village, Florida, has been apprised of the finding in the annual audit reports related to a lack of segregation of duties.

WHEREAS, the Board of Aldermen has also been apprised of the correspondence received from the Joint Legislative Auditing Committee requesting a more specific response than currently included in the audit;

WHEREAS, the Board of Aldermen determines that, even with limited paid staff, there are additional steps that can reasonably be taken and that the completion of the same can be documented for future reference;

WHEREAS, the Board of Aldermen has considered and desires to approve the process and procedures outlined in the attached Proposed Procedures for Village Financial Review.

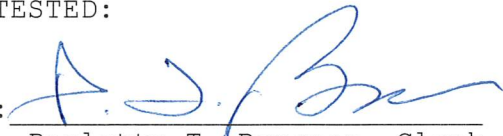
NOW, THEREFORE, the Board of Aldermen of the Town of St. Lucie Village, Florida hereby adopts and approves the attached Proposed Procedures for Village Financial Review, effective immediately.

PASSED AND APPROVED by the Board of Aldermen of the Town of St. Lucie Village on this 21<sup>st</sup> day of April, 2026.


APPROVED:  
BOARD OF ALDERMEN OF THE TOWN OF  
ST. LUCIE VILLAGE, FLORIDA

By: William G. Thiess  
William G. Thiess, Mayor

ATTESTED:

By:   
Paulette T. Burgess, Clerk

I, Paulette T. Burgess, Clerk of the TOWN OF ST. LUCIE VILLAGE, FLORIDA, do hereby certify that this is a true and accurate copy of **Resolution 2026-6** which was duly introduced, read, and adopted at the regular meeting of the Board of Aldermen of the TOWN OF ST. LUCIE VILLAGE, FLORIDA, held this 21<sup>st</sup> day of April, 2026.

  
Paulette T. Burgess, Clerk

## PROPOSED PROCEDURES FOR VILLAGE FINANCIAL REVIEW

Per the Village's charter, the Clerk is the treasurer, unless the Board delegates the authority to someone else.

Also, per the charter, the clerk is to be bonded in an amount determined by the Board.

The amount of the Clerk's bond as determined by the Board is \$300,000.00.

The Clerk maintains the financial records of the Village.

All checks written on the Village's accounts require dual signatures, those of the Clerk and the Mayor.

The Clerk and the Mayor shall pay all routine or Board approved bills timely after receipt. The Mayor and the Clerk shall each have signature authority up to \$500.00 if payment is needed prior to a Board meeting. The Clerk may, with concurrence of the Mayor transfer funds between the Village's accounts. Notwithstanding the foregoing, no funds from the Parks MSTU Account or the One-half Cent Discretionary Sales Tax shall be transferred or spent without specific prior Board approval.

The Board shall each month review the Village's finances, including the expenditures for the preceding month.

The Clerk shall, each month, provide to the Mayor and all members of the Board with the following as a Treasury Report:

- a. The account balances at the month end of the prior month.
- b. A statement of the project commitments and balances.
- c. A budget report showing fiscal year-to-date expenditures and revenues, broken down by budget category and by month, as well as the budgeted amounts.
- d. The check detail report for the prior month.
- e. The profit and loss statement as generated by QuickBooks for the prior month.

Unless the Board appoints another alderman, the Vice Mayor shall each month review the following additional records:

- a. The general ledger.
- b. The bank statements and reconciliations.
- c. The paid invoices and check stubs, and voided checks.
- d. The bank records/balances online.

Concerning the Vice Mayor's review, the Mayor may appoint another Alderman to conduct the review if the Vice Mayor is unavailable or unable to timely complete the review. That appointment shall be effective unless and until the Board appoints another.

The provision of the above information to the Mayor and Board shall be documented by inclusion in the monthly report and package from the Clerk to the Board; the review by the Board and Mayor of the Village finances shall be documented by approval or revision of the Treasury Report reflected in the Board minutes, and the receipt and review of the additional shall also be confirmed at each month's meeting and documented by a checklist of the items, and in the minutes as well.