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Larry Farr
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Brenda Haynes
Special District Member



Dick Fyten
Public Member

David Kehoe
County Member

Stephen Morgan
Special District Alternate

Bob Richardson
Public Member Alternate

George Williamson
Executive Officer

James M. Underwood
General Counsel

Kathy Bull
Office Manager

Agenda Item 8.c.

Meeting Date: August 4, 2016

From: George Williamson, Executive Officer & Kathy Bull, Office Manager

Subject: 8.c. Potential Credit Card Procurement

BACKGROUND:

In April 2015, the Commission made the decision to eliminate debit cards due to purchases that were not approved by the Commission or within Shasta LAFCO policies. During the June 2, 2016 Commission Meeting, it was noted, that there is a need for a debit or credit card to make necessary purchases from Companies unwilling to accept checks as a form of payment.

DISCUSSION:

Though the issue with previous unapproved purchases has been resolved, to avoid any potential future issues, a credit card may be procured allowing for purchases such as on-line software. A debit card would have a direct link to Shasta LAFCO's bank account, whereas a credit card will not, affording more financial protection.

Credit card statements can be presented to the Fiscal Committee in the same fashion as a bank statement along with back up documentation each month and then presented to the Commission at each regular Commission meeting.

RECOMMENDATION:

It is recommended that the Commission authorize staff to obtain a credit card for the purpose of LAFCO business, or direct staff as necessary.

FINANCIAL:

No significant financial impact is expected with procurement of a credit card.