



## CITY COMMISSION POLICY MANUAL

### Internal Control Policy

**Department:**  
Management Administration

**Date Adopted:**  
December 13, 1989

**Last Revised Date:**  
December 14, 1004

#### 220.01 AUTHORITY

Resolution Number 89-R-066 adopted by the Commission on December 13, 1989.

#### 220.02 SCOPE AND APPLICABILITY

This policy applies to all appointed officials and their respective departments, divisions, related activities, supervisors, and employees in carrying out those responsibilities they are charged with in administering the affairs of the City.

#### 220.03 STATEMENT OF POLICY

Effective systems of internal administrative and accounting control provide the basic foundation upon which a structure of public accountability must be built. Effective systems of internal administrative and accounting control are necessary to attain the City's goals and objectives; promote operational efficiency and effectiveness; comply with applicable Federal, State, and local laws, regulations, and policies; safeguard assets and funds; and protect the integrity and reliability of financial information.

Effective systems of internal administrative and accounting control are necessarily dynamic and must be continuously evaluated and, where necessary, established, changed, or improved. Irregularities, noncompliance, and failure to meet goals and objectives are more likely to occur from a lack of effective systems of internal administrative and accounting control in the City.

The appointed officials are responsible for establishing and maintaining systems of internal administrative and accounting control, and the City Auditor assists the City Commission and the appointed officials by examining, evaluating, and reporting on the adequacy and effectiveness of the City's systems of internal control. Reports regarding the adequacy of the systems of internal administrative and accounting control of each City of Tallahassee department aid in evaluating the department's performance of its public responsibilities and accountability.

#### 220.04 STANDARDS

- A. The City shall have an adequate system of internal administrative control to provide reasonable assurance that:
1. Goals and objectives of the City will be attained;
  2. Operating and program results are in accordance with management and Commission intent; and
  3. Applicable laws, regulations, and policies have been complied with.

- B. The City shall have an adequate system of internal accounting control to provide reasonable assurance that:
  - 1. Funds, property, and other assets are safeguarded against waste, loss, unauthorized use, or misappropriation; and
  - 2. Revenues, expenditures, obligations, and other transactions applicable to City operations are properly recorded and accounted for in order to permit the preparation of reliable financial and statistical reports and analyses and to maintain accountability over assets.

**220.05 RESPONSIBILITIES:**

A. City Manager

- 1. To establish guidelines for the establishment by each department of its systems of internal administrative and accounting control. The City Manager may modify such guidelines from time to time as deemed necessary.
- 2. To arrange for professional and technical support to the various City departments in establishing systems of internal administrative and accounting control.

B. City Treasurer-Clerk

- 1. To establish guidelines for the establishment by each department of its systems for internal control of cash.
- 2. To arrange for professional and technical support to the various City departments in establishing systems for internal control over cash.

C. City Auditor

- 1. To evaluate internal control systems and report to the City Commission and appropriate appointed officials his findings.
- 2. To provide technical assistance to other appointed officials and departments regarding internal control systems.

**220.06 EXCEPTIONS:**

There shall be no exceptions to this policy.

**220.07 PROCEDURES:**

The Finance Department will develop for the City Manager's approval procedures establishing the guidelines for the establishment of systems on internal control.

**220.08 ADMINISTRATION:**

The Finance Department is responsible for administering this policy.

**220.09 SUNSET PROVISION:**

This policy is also subject to sunset review by the City Commission no later than five (5) years from the date of adoptions. Subsequent reviews by the City Commission are to occur no later than five (5) years from the date of the prior review. Revisions will become effective immediately upon City Commission approval.

**220.10 EFFECTIVE DATE:**

This policy was approved by the City Commission on December 13, 1989. Revisions will become effective immediately upon City Commission approval.

**REVISIONS:**

List every date that the policy was brought before Commission.