

ORDINANCE NO. 0078

AN ORDINANCE OF THE TOWN OF INDIAN LAKE, TEXAS REPEALING ORDINANCE NO. 42 AND ANY AMENDMENTS THERETO; RE-ESTABLISHING AN ACTIVITY COMMITTEE; GRANTING AUTHORITY FOR SAID COMMITTEE TO MANAGE VARIOUS SOCIAL FUNCTIONS OF THE TOWN WITHIN THE TOWN'S COMMUNITY BUILDING OR ANY OTHER LOCATION DEEMED APPROPRIATE BY THE COMMITTEE; ESTABLISHING THE APPOINTMENT OF ACTIVITY COMMITTEE OFFICERS; AND ESTABLISHING PROCEDURES GOVERNING RECEIPTS AND DISBURSEMENTS.

WHEREAS, The Town Council of the Town of Indian Lake deems it is in the best interest of the Town to re-establish its Activity Committee; to redefine the authority of its Activity Committee and to follow sound accounting practices when handling receipts and disbursements of funds related to Activity Committee events;

NOW THEREFORE, BE IT ORDAINED, the Town Council of the Town of Indian Lake hereby re-establishes the Activity Committee of the Town of Indian Lake; retaining its last appointments of President, Vice President, Secretary and Treasurer. Annually, during the month of April, the Town Council will appoint the Activity Committee President, Vice President, Secretary and Treasurer from a list of members submitted by the Activity Committee.

SECTION 1 Each year, the Activity Committee shall prepare a schedule showing the planned major activities for the upcoming year; listing dates and fees to be charged for each activity and shall deliver the completed schedule to the Town Secretary not later than the first Monday in December. The completed schedule will be presented to the Town Council for their consideration and approval at the Regular December Council Meeting. It is understood that minor changes may need to be made by the Activity Committee after the schedule has been approved.

SECTION 2 All receipts and disbursements of funds for all departments of the Town of Indian Lake must flow through its Town Treasury. The Town Secretary shall make available to the Activity Committee a monthly printout of Income and Expenses specific to Activity Committee receipts and disbursements from the General Ledger.

On the first business day following each activity, receipts from the activity must be delivered to the Town Secretary for deposit. The Activity Committee shall have the authority to purchase all necessary supplies for its functions as well as maintenance supplies for the Community Building as it deems necessary. For purchase orders up to \$500.00, the Activity Committee will present a completed purchase order to the Town Secretary who will prepare a check and have it signed.

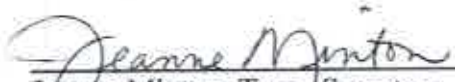
Purchase orders exceeding \$500.00 shall require approval by the Town Council. In order to be placed on the Agenda for consideration and approval, a purchase order must be submitted one week prior to the date of a Council Meeting.

SECTION 3 The Activity Committee shall be responsible for cleaning the Community Building after each Activity Committee sponsored function.

PASSED AND APPROVED THIS 12th DAY OF April, 2004.


Stanley L. Greeley, Mayor

ATTEST


Jeanne Minton, Town Secretary