

**CITY OF CARLOS  
DOUGLAS COUNTY, MINNESOTA**

**Resolution No. 2026.5**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARLOS REQUIRING CITY COUNCIL REVIEW OF MONTHLY CREDIT CARD STATEMENTS PRIOR TO ELECTRONIC FUNDS TRANSFER**

**WHEREAS**, the City utilizes credit cards to conduct authorized municipal business and operations; and

**WHEREAS**, the City Council is responsible for fiscal oversight and ensuring proper internal controls over public funds; and

**WHEREAS**, Electronic Funds Transfer (EFT) is used to pay monthly credit card balances in a timely manner; and

**WHEREAS**, best practices for financial management recommend reviewing and approval of expenditures prior to payment; and

**WHEREAS**, establishing a formal review process for monthly credit card statements will enhance transparency, accountability, and fiscal control.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CARLOS, AS FOLLOWS:**

**1. Review Requirement**

All monthly City credit card statements shall be submitted to the City Council for review prior to the initiation of any Electronic Funds Transfer for payment.

**2. Documentation**

Credit card statements provided for review shall include itemized transaction details, supporting documentation, and verification that charges are for authorized City business.

**3. Approval Process**

Following review, the City Council shall approve the credit card statement for payment, either as part of the regular claims/accounts payable agenda or through a separate approval process established by policy.

**4. Authorization to Pay**

No Electronic Funds Transfer for credit card payment shall be processed without City Council approval, except in cases where delayed payment would result in penalties or interest, in which case the payment shall be reported to the City Council at the next regular meeting.

**5. Administrative Implementation**

The City Clerk, or designated official is authorized and directed to implement procedures necessary to carry out this resolution.

**6. Effective Date**

This resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** by the City Council of the City of Carlos on this 12th day of February **2026**.

ATTEST: \_\_\_\_\_

**Mayor: Ronna Berghoff**

**City Clerk: Donna Eveslage**