**BE IT HEREBY ORDAINED** by the Town Council, Town of Olla, Louisiana, in general session convened, that:

**ORDINANCE NO. 2017-001**

AN ORDINANCE ADOPTING THE FINANCIAL POLICIES AND PROCEDURES MANUAL FOR THE TOWN OF OLLA, LOUISIANA.

Section 1. Adoption.

The Town of Olla Financial Policies and Procedures Manual, together with any revisions thereof, is hereby adopted as the official financial policies and procedures manual of the town.

Section 2. Revision.

The financial policies and procedures manual is intended to be a flexible document, to serve as a guide. It is understood that the manual will necessarily require revision and updating from time to time in order to remain effective in assisting daily operating questions and in making routine management decisions. Changes and revisions in the manual shall be made as required and approved by the mayor subject to notification to the city council.

Section 3. Priority.

Written financial policies and procedures are essential to the effective and efficient operations of our town. Communicating these policies is the first step in creating good internal controls and outlining expectations of all involved in the operations. Best Practices from the Louisiana Legislative Auditor’s website have served as the basis of these policies. This handbook in no way contains all facets of the operations of the town, but simply addresses statewide agreed-upon procedures. The standard set by policy will also be encompassed into the personnel evaluation process.

**SAID ORDINANCE** having been introduced on Tuesday, February 14, 2017, by **Rachal,** second by **Bailey**, notice of public hearing having been published in the official journal as required by law, said public hearing having been held on March 14, 2017, the title having been read and the Ordinance considered. A motion was duly moved by **Cassel**, second by **Rachal**, to adopt Ordinance 2017-001, a roll call vote was taken and the following result was had:

Yeas: Bailey, Cassel, Rachal, Richardson

Nays:

Absent: Fenoli

THUS DONE AND PASSED after consideration, section by section, on the **14th** day of

**March, 2017**.

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Wendy Allbritton, Town Clerk Rhonda Elliott, Mayor