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

**ORDINANCE NO. 2019-008**

AN ORDINANCE ADOPTING THE ADDITION OF 2019-115 DISASTER IT AND DATA RECOVERY AND PROTECTION POLICY FOR THE FINANCIAL POLICIES AND PROCEDURES MANUAL FOR THE TOWN OF OLLA, LOUISIANA.

Section 1. Adoption.

The Town of Olla Financial Policies and Procedures Manual to include Policy 2019-115, Disaster IT and Data Recovery and Protection Policy is hereby adopted as the official financial policies and procedures manual of the town.

Section 2. 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. These changes are made to keep current with changes required by the Legislative Auditors Office.

**SAID ORDINANCE** having been introduced on Tuesday, August 13, 2019. Motion made by \_\_\_\_\_\_**,** second by \_\_\_\_\_\_, notice of public hearing having been published in the official journal as required by law, said public hearing having been held on **September 10, 2019**, the title having been read and the Ordinance considered. A motion was duly moved by \_\_\_\_\_\_\_\_, second by \_\_\_\_\_\_\_, to adopt **Ordinance 2019-008**, a roll call vote was taken and the following result was had:

Yeas: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nays: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Absent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THUS DONE AND PASSED after consideration, section by section, on the **10th** day of

**September, 2019**.

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Sonya Kennon, Town Clerk Rhonda Elliott, Mayor