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

**ORDINANCE NO. 2020-004**

AN ORDINANCE ADOPTING THE ADDITION OF 2020-004 INTERNAL CONTROLS AND OPERATIONS POLICY FOR THE POLICIES AND PROCEDURES MANUAL FOR THE TOWN OF OLLA, LOUISIANA.

Section 1. Adoption.

The Town of Olla Policies and Procedures Manual to include Policy 2020-004, Internal Controls and Operations Policy is hereby adopted as the official policies and procedures manual of the town.

Section 2. Priority.

A policy establishing a system of good internal controls won’t just help to identify which employees are doing things wrong; it will also protect the employees who are doing things right. Assignment of responsibilities with good internal controls has no duty overlooked. Each employee has certain carefully defined responsibilities. These controls provide a check and balance between employees to help promote accuracy of the accounting records, separation of the custody of assets from accounting, provide internal auditing and provide security from fraud of misuse. 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, March 10, 2020. Motion made by Fenoli, 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 **May 12, 2020**, the title having been read and the Ordinance considered. A motion was duly moved by Fenoli, second by Sims, to adopt **Ordinance 2020-004**, a roll call vote was taken and the following result was had:

Yeas: \_4\_

Nays: \_0\_

Absent: \_1\_

THUS DONE AND PASSED after consideration, section by section, on the **12th** day of

**May, 2020**.

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Sonya Kennon, Town Clerk Rhonda Elliott, Mayor