04-O -0314

AN ORDINANCE

COUNCILMEMBER H. LAMAR WILLIS

AN ORDINANCE BY H. LAMAR WILLIS TO DIRECTING THE CHIEF FINANCIAL OFFICER TO CONDUCT THREE CONTROLLED PAYOUTS OF ALL CURRENT EMPLOYEE PAYROLLS DURING FISCAL YEAR 2004; AND FOR OTHER PURPOSES

WHEREAS, payroll and personnel costs comprise one of the City's largest single categories of operating expenditures; and

WHEREAS, the development and continued testing of internal controls are required to insure fiscal responsibility and are essential to maintaining public trust in good government; and

WHEREAS, the City implemented a new personnel payroll system to prepare for changes related to Fiscal Year 2000 and has not fully resolved all of the related procedural, control and systems issues; and

WHEREAS, a controlled payout has not been performed since implementing the new personnel payroll system to insure independent verification and matching of each employee to a payroll disbursement and proper accounting by fund, account and cost center.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA as follows:

Section 1: That the Chief Financial Officer is hereby directed to conduct three controlled payouts during fiscal year 2004. Each of the payouts should be randomly selected.

Section 2: That the identity of each employee should be independently verified through examination of two pieces of identification. Employees should be physically present at the payout sites with two pieces of identification for independent verification. The Chief Financial Officer shall determine acceptable forms of identification.

Section 3: That the results of each payout are to be presented to the Finance/Executive Committee with copies to all members the Atlanta City Council within ten (10) working days of completion.

Section 4: That all ordinances in conflict herewith are hereby waived.