



Greater Tompkins County Municipal Health Insurance Consortium

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"Individually and collectively we invest in realizing high quality, affordable, dependable health insurance."

RESOLUTION NO. 007– 2023 – AMENDMENT TO RESOLUTION 034-2021 ADOPTION OF AMENDED INVOICE PAYMENT PROCEDURE (REPLACING PROCEDURE ADOPTED DECEMBER 15, 2021, BY THE AUDIT AND FINANCE COMMITTEE)

MOVED by Mr. Fairbrother, seconded by Ms. Holmes. This resolution was unanimously adopted by voice vote of members present, visibly seen members via remote locations due to extraordinary circumstances to approve the following resolution.

WHEREAS, The Audit and Finance Committees was presented with recommendations of Consortium staff for streamlining current invoice payment procedures, and

WHEREAS, The Audit and Finance Committee will initiate appropriate action and to monitor and approve expenditures and contractual agreements, and

WHEREAS, If the Audit and Finance Committee will not be meeting by the time the invoice becomes due, the Executive Director will first petition the contractor for a time extension until the Audit and Finance Committee meets. Should that petition be denied, the invoice will be paid and reported to the Committee at the next meeting, and

WHEREAS, The Monthly Financial Abstract Report detailing monthly expenditures will be presented at each Audit and Finance Committee meeting for review. All invoices approved by the Audit and Finance Committee will have checks prepared by the Finance Department and signed by the Executive Director. If the Executive Director is not available, then the Human Resource Manager or Chief Financial Officer will sign the checks for payment, and

WHEREAS, After the bank statements have been received the Finance Department will reconcile all related financial statements, and

WHEREAS, The Audit and Finance Committees has reviewed and recommended an amended Invoice Payment Procedure be approved by Executive Committee, now therefore be it

RESOLVED, On recommendation of the Audit and Finance Committees, That the Executive Committee, on behalf of the Board of Directors, hereby approves the following amended Invoice Payment Procedure effective April 6, 2023 to replace the procedure approved December 15, 2021 by the Audit and Finance Committee.

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STATE OF NEW YORK)
GTCMHIC) ss:
COUNTY OF TOMPKINS)

I hereby certify that the foregoing is a true and correct transcript of a resolution adopted by the Greater Tompkins County Municipal Health Insurance Consortium Executive Committee on behalf of the Board of Directors on April 19, 2023.

Lynne Sheldon, Clerk of the GTCMHIC Board