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CHAPTER 1

TOWN BOARD OF TRUSTEES

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Section 2-102.1	Elections Governed by Oklahoma Town Meeting Act.
Section 2-103	Meetings of the Town Board.
Section 2-104	Rules of Order and Procedures.

SECTION 2-101 GENERAL POWERS.

A. Pursuant to the provisions of Section 12-101 of Title 11 Of the Oklahoma Statutes, the Town shall have all the powers, functions, rights, privileges, franchises, and immunities granted, or which may be granted to towns governed by the statutory town board of trustees form of government. These powers shall be exercised as provided by law applicable to towns under the board of trustees form of government; or if the manner is not prescribed, then in such manner as the Board of Trustees may now prescribe.

B. The powers, rights, and authorities of the Town, including the determination of matters of policy, shall be vested in and exercised by the Board of Trustees.

SECTION 2-102 BOARD OF TRUSTEES.

The Town Board of Trustees shall consist of five (5) Trustees elected at large from the Town. Each Trustee shall be an actual resident of the Town of Cashion. The term of office for a Trustee shall be four (4) years beginning at 12:00 noon on the second Monday following the general municipal election. The Trustee shall serve until his successor is elected and qualified. The terms of the Trustees shall be staggered so that at the general municipal election in 2011, the following Trustees are elected for four-year terms: Trustees from positions 1, 3, and 5; at the general municipal election in 2011, the Trustee from position 4, is to be elected for a two year term; at the general election in 2013, the following Trustees shall be elected to four year terms: Positions 2 and 4.

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SECTION 2-102.1 ELECTIONS GOVERNED BY OKLAHOMA TOWN MEETING ACT.

After the effective date of this ordinance all elections of the Town of Cashion to elect officers and to consider questions required to be decided by election shall be conducted in accordance with the Oklahoma Town Meeting Act. The Town Clerk is hereby directed to provide a copy of this ordinance to the County Election Board of Logan County and Kingfisher County.

SECTION 2-103 MEETINGS OF THE TOWN BOARD.

A. The Board of Trustees shall meet regularly, on the First Monday of each month at 7:00 P.M., and at such other times as it may prescribe by ordinance, resolution, or otherwise, at the Town Hall. Where the day for a meeting falls upon a day which is a legal holiday in the State, the meeting shall be held on the next succeeding day which is not a holiday. Special meetings may be called by the Mayor or any two (2) Trustees. A majority of all the members of the Board shall constitute a quorum to do business, but a smaller number may adjourn from day to day.

B. Every meeting of the Board of Trustees shall be held in the Town Hall unless, in case of an emergency, the Mayor designates another place in the Town for the holding of a special meeting. Any adjourned meeting may be held at any other place within the Town designated by the Board.

SECTION 2-104 RULES OF ORDER AND PROCEDURES.

A. The Board may determine its own rules, and may compel the attendance of absent members in the manner and under penalties as the Board may prescribe. Whenever a Trustee is absent from more than one-half ($\frac{1}{2}$) of all meetings of the Board, regular and special, held within any period of four (4) consecutive months, he shall thereupon cease to hold office.

B. The order of business for each meeting of the Board shall be as follows:

1. Call to order;
2. Determination of a quorum;
3. Reading and approval of the minutes;
4. Purchase order for approval;
5. Old business;
6. New business;
7. Business from the floor; and,
8. Adjournment.

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C. The following rules of procedure shall apply to any Regular or Special meeting of the Board unless a majority agree to waive the rule or rules.

While the Board of Trustees is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Board, nor disturb any member while speaking, or refuse to obey the lawful order of the Board or the Presiding Official, except as otherwise herein provided. Presiding Official shall mean the Mayor or a designee. Citizen shall mean a member of the public, a Trustee and Town Staff. Member shall mean a Town Trustee.

1. All questions or comments must be directed to the presiding official and no citizen may address and/or question any individual governing body member or staff member except with the permission of the presiding official.

2. Any citizens' comments must directly pertain to the item on the agenda which is being discussed.

3. Citizens' comments/conversation shall be limited to five (5) minutes unless such time is extended or shortened by the presiding official. The Vice Mayor, or designee, shall monitor such time.

4. No gestures or activities intended to disturb the order and decorum of the meeting shall be permitted.

5. No citizen shall speak or comment so as to distract, disturb or interrupt any other speaker but shall only make comments, subject to the time limitation, after the presiding official has recognized him or her.

6. Any citizen who shall wantonly disturb the lawful assembly of the Governing Board meeting shall be asked by the presiding official to leave the meeting and in the event such citizen will not leave and continues to disturb and disrupt, such person may be subject to removal for disturbing the peace.

7. When the Board is in session, no member shall in any way disturb the proceedings of the Board. No member of the Board shall be permitted to talk upon any one given subject longer than five (5) minutes at any given meeting, except when permission is granted for an extension of time by a majority vote of the Board. No member of the Board shall, at any time in addressing any meetings thereof, indulge in any personalities or indecorous language or in any matters or things not pertaining to the subject under discussion

8. Any member of the Board desiring to offer a motion on a particular agenda item shall so indicate by addressing the Presiding Official to obtain recognition. Subsequent to recognition, the member will move to:

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- A. Continue the matter until a specific date;
- B. Table the matter indefinitely;
- C. Take a certain course of action;
- D. Approval of an ordinance and that reading of such ordinance be waived;
- E. Adopt a resolution;
- F. Approve or reject the request; or
- G. Approve Consent Agenda.

These are exemplary only and not intended to list all possible motions.

9. The Chief of Police, or a member of the Police Department, as the Chief may designate, shall be Sergeant-at-Arms of the Board meetings. Such person shall carry out all lawful orders and instructions given by the Presiding Official for the purpose of maintaining order and decorum of the Board meeting.

SECTION 2-105 TRUSTEES MAY BE DESIGNATED TO PERFORM DUTIES.

The Board of Trustees may designate various ones of its members or a committee of its members to have supervision of various personnel and activities of the Town, such as streets, water systems and so on, and may give each such Trustee or committee designated an appropriate title. Each such Trustee or committee so designated shall be subordinate to the Board.

CHAPTER 2

MAYOR

Section 2-201 Election and duties of the mayor.

SECTION 2-201 ELECTION AND DUTIES OF THE MAYOR.

A. The board of trustees shall elect from among its members a mayor. The mayor shall be elected in each odd-numbered year at the first board of trustees meeting held after trustee terms begin, or as soon thereafter as practicable. The mayor shall serve until his successor has been elected and qualified.

B. The mayor shall preside at meetings of the board and shall certify to the correct enrollment of all ordinances and resolutions passed by it. He shall be recognized as head of the town government for all ceremonial purposes and shall have such other powers, duties, and functions as may be prescribed by law or ordinance. The mayor shall have all the powers, rights, duties and responsibilities of a trustee, including the right to vote on questions.

C. During the absence, disability or suspension of the mayor, the board shall elect from among its members an acting mayor. When a vacancy occurs in the office of the mayor, the board shall elect another mayor from among its members to serve for the duration of the unexpired term.

State Law Reference: Election of town mayor, acting mayor, 11 O.S. Sections 12-104, 12-105.

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CHAPTER 3

TOWN OFFICERS AND PERSONNEL

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Section 2-312	Appointment of Personnel in Emergencies.
Section 2-313	No Smoking in Town Buildings.

SECTION 2-301 TOWN CLERK/TOWN TREASURER DUTIES COMBINED.

The positions of Town Clerk and Town Treasurer are combined into one position of Town Clerk/Treasurer. The duties of the Town Clerk/Treasurer shall be as set forth in Title 11 Oklahoma Statutes, Sections 12-109 and 12-112.

SECTION 2-302 TOWN CLERK/TOWN TREASURER APPOINTED.

The Town Clerk/Town Treasurer shall be appointed by a majority of the Board of Trustees of the Town of Cashion, Oklahoma, and shall serve at the pleasure of the Board of Trustees removable by a vote of the majority of the Board of Trustees.

SECTION 2-303 TOWN ATTORNEY, APPOINTMENT AND DUTIES.

The Board of Trustees may appoint a Town Attorney or may secure the services of an attorney or attorneys on a contractual basis when needed. The Town Attorney, when and if appointed, shall be the legal adviser of the Board, all officers, departments and agencies of the Town government in matters relating to their official powers and duties. He shall represent the Town in proceedings in the courts. He shall perform all services incident to his position which may be required by law or ordinance.



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SECTION 2-304 HEALTH OFFICER.

The Board of Trustees may appoint a Town Health Officer. The County Health Officer or any qualified personnel of the State Department of Health may perform the duties and functions of a Town Health Officer.

SECTION 2-305 OTHER PERSONNEL, APPOINTMENTS, REMOVALS.

A. The Board of Trustees may appoint such other officers and employees as it deems desirable and may determine their compensation by motion or resolution, and may demote, suspend, layoff, or remove all such personnel in compliance with due process and other requirements of law.

B. An employee or officer, who, after a probationary period as set by the Town Board, is laid off, suspended without pay for more than ten (10) days, demoted, or removed may appeal in writing to the Town Board. The appeal must be filed with the Town Clerk for transmittal to the Board within ten (10) days after the layoff, suspension, demotion, or removal. As soon as practicable thereafter, the Board shall conduct a hearing on the appeal, or give an adequate opportunity therefor, and shall report in writing its findings and recommendations, and make its final decision in writing regarding the appellant's layoff, suspension, demotion, or removal. If the Board finds that the layoff, suspension, demotion, or removal was made for any reason other than the good of the service, it shall veto the layoff, suspension, demotion, or removal and order the reinstatement of the employee or officer. Any proceedings of the Board shall be subject to open meeting laws and applicable exceptions provided for executive sessions. Employees or officers on probationary status may be laid off, suspended without pay, demoted, or removed at any time without the written statement, hearings, and procedures required in this section.

SECTION 2-306 BONDS.

~~The Board shall require the Town Treasurer and any other officers and employees as it may designate by ordinance or otherwise to give bond for the faithful performance of duties in such amount and form as the Board shall prescribe. The Town shall pay the premiums on such bonds. The Town may require the officer to secure the bond within ten (10) days after his elections or appointment.~~

SECTION 2-307 SALARIES.

~~A. The Compensation of members of the Board of Trustees of the Town of Cashion, Oklahoma, is hereby set at \$100.00 per month. No additional pay will be due regardless of the~~

PERSONNEL BOARD

SECTION 2-305.1 CREATION

A. There is hereby created the Personnel Board for the Town consisting of three members. Members shall be appointed by the Town Board of Trustees. Persons appointed to the Board need not be residents of the Town but must reside in Kingfisher or Logan County, Oklahoma. Appointments shall be for a term of three years, expiring on June 30 of the expiration year, continuing until their successors are appointed and qualified.

B. If any member of the Board should cease to be a resident of Kingfisher or Logan County, Oklahoma, he or she shall thereupon cease to be a member of the Board. The Board of Trustees, by a majority vote, may remove any member from the Board for cause. Vacancies occurring on the Board shall be filled by a majority vote of the Town Board of Trustees for the unexpired term.

C. Each member of the Board shall, before entering upon the duties of his or her office, take and subscribe the oath or affirmation of office prescribed for the officers of the Town, which oath shall be filed and kept in the Town Clerk's.

D. The personnel Board shall hear all appeal required under Section 2-305 of this Code where the Town Board was the removing or disciplining authority.

SECTION 2-305.2 MEETINGS

A. The board shall meet within the Town, but may determine the place and time of its meetings. The Chairperson or the Mayor may call special meetings. Any two members of the Board present shall constitute a quorum to do business and all business transacted by the Board shall receive an affirmative vote of at least two members thereof.

B. The Board shall elect from their number the Chairperson.

SECTION 2-305.3 PROCEDURES

A. The Personnel Board shall commence with the hearing within 30 days after the filing of any request for appeal.

B. (1) The Board shall rule on questions of admissibility of evidence, competency of witnesses or evidence. The hearing shall be informal and shall be conducted in accordance with rules of evidence normally following by administrative tribunals and without formal or technical adherence to those rules applicable in a court of law.

(2) The burden of proof shall be upon the authority from whose actin the appeal is taken and no disciplinary actions shall be approved unless sustained by a preponderance of the evidence.



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C. If, after a hearing before the Board, the employee is found to be discharged, demoted or suspended for reasons other than *the good of the service* or *just cause*, as the case may be, depending on whether the appellant is an employee or appointive officer of the Town, he or she shall be restored to his or her former position without loss of pay. If, after hearing the evidence, the Board shall find cause for disciplinary action, it may approve or modify the action taken by the disciplinary authority.

D. The findings of fact and decision of the Personnel Board shall be reduced to writing.

E. Appeals from the Personnel Board may be taken by the Town or by the employee to the District Court of Kingfisher County by filing with the Town Clerk a written notice of appeal within 30 days of the final decision of the Personnel Board. The appeal to the District Court shall be on the record of the proceedings before the Personnel Board and shall not be a *de novo* appeal.

SECTION 2-306 BONDS

The Board shall require the Town Treasurer and any other officers and employees as it may designate by ordinance or otherwise to give bond for the faithful performance of duties in such amount and form as the Board shall prescribe-The Town shall pay the premiums on such bonds. The Town may require the officer to secure the bond within ten (10) days after his or her elections or appointment.

SECTION 2-307 SALARIES

The Board of Trustees shall receive no salary or other emoluments while serving their term of office.

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SECTION 2-308 COMPENSATION OF EMPLOYEES, NUMBER AND CLASSES OF PERSONNEL.

A. The compensation of all other officers and employees, excepting those whose compensation the law requires to be set by ordinance may be determined by motion or resolution adopted by the Board of Trustees, and may be changed at any time in the same manner.

B. Except as the law provides otherwise, the Board of Trustees may determine or regulate the number and classes of officers and employees.

SECTION 2-309 SALARIES OF CERTAIN OFFICERS NOT TO BE CHANGED AFTER ELECTION OR APPOINTMENT.

In no case shall the salary or emoluments of any Town officer elected or appointed for a definite term be changed after his election or appointment or during his term of office unless by operation of an ordinance passed prior to such election or appointment, such being prohibited by the Constitution, Article 23, Section 10. This provision shall not apply to officers chosen for indefinite terms, nor to employees.

SECTION 2-310 OATHS.

A. All officers of the Town, but not employees, are required to take the oath or affirmation of office prescribed by the State Constitution before they enter upon their duties.

B. Both officers and employees are currently required to take and subscribe to the loyalty oath prescribed by State law.

SECTION 2-311 OFFICERS TO CONTINUE UNTIL SUCCESSORS ARE ELECTED AND QUALIFY.

Every officer who is elected or appointed for a definite term shall continue to serve thereafter until his successor is elected or appointed and qualifies, unless his services are sooner

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terminated by resignation, disqualification, removal, death, abolition of the office, or other legal manner.

SECTION 2-312 APPOINTMENT OF PERSONNEL IN EMERGENCIES.

The Mayor may, in an emergency situation, appoint such other officers and employees as he may deem necessary to protect the health, safety, and welfare of the citizens of the Town during the existence of the emergency, subject to the approval of the Board of Trustees, as soon as a special meeting or regular meeting can reasonably be called or held therefor. The Board of Trustees may determine the compensation of such emergency employees by motion or resolution, and may direct the demotion, layoff, or removal of such personnel at the conclusion of such emergency. For the purposes of this section, the term "emergency" shall be defined to mean an unexpected or unforeseen contingency or catastrophic event affecting the health, safety, or welfare of the citizens of the Town.

SECTION 2-313 NO SMOKING IN TOWN BUILDINGS.

- A. The possession of lighted tobacco in any form is a public nuisance when such possession is within the Town Hall building of the Town of Cashion.
- B. The Mayor is hereby authorized to erect "no smoking" signs in the Town Hall building.
- C. Any person possessing lighted tobacco in any form in the Town Hall building shall be guilty of an offense, and upon conviction shall be punished as provided in Section 1-108 of this Code.

CHAPTER 4

LOCAL CAPITAL IMPROVEMENTS PLANNING COMMITTEE

Section 2-401 Capital Improvements Planning Committee: Functions and Duties.

SECTION 2-401 CAPITAL IMPROVEMENTS PLANNING COMMITTEE: FUNCTIONS AND DUTIES.

1. There is hereby created a Local Capital Improvements Planning Committee for the Town of Cashion, Oklahoma, in compliance with the provisions of the Oklahoma Capital Improvements Planning Act (62 O.S., 1992 Supplement, Section 901, et seq.).

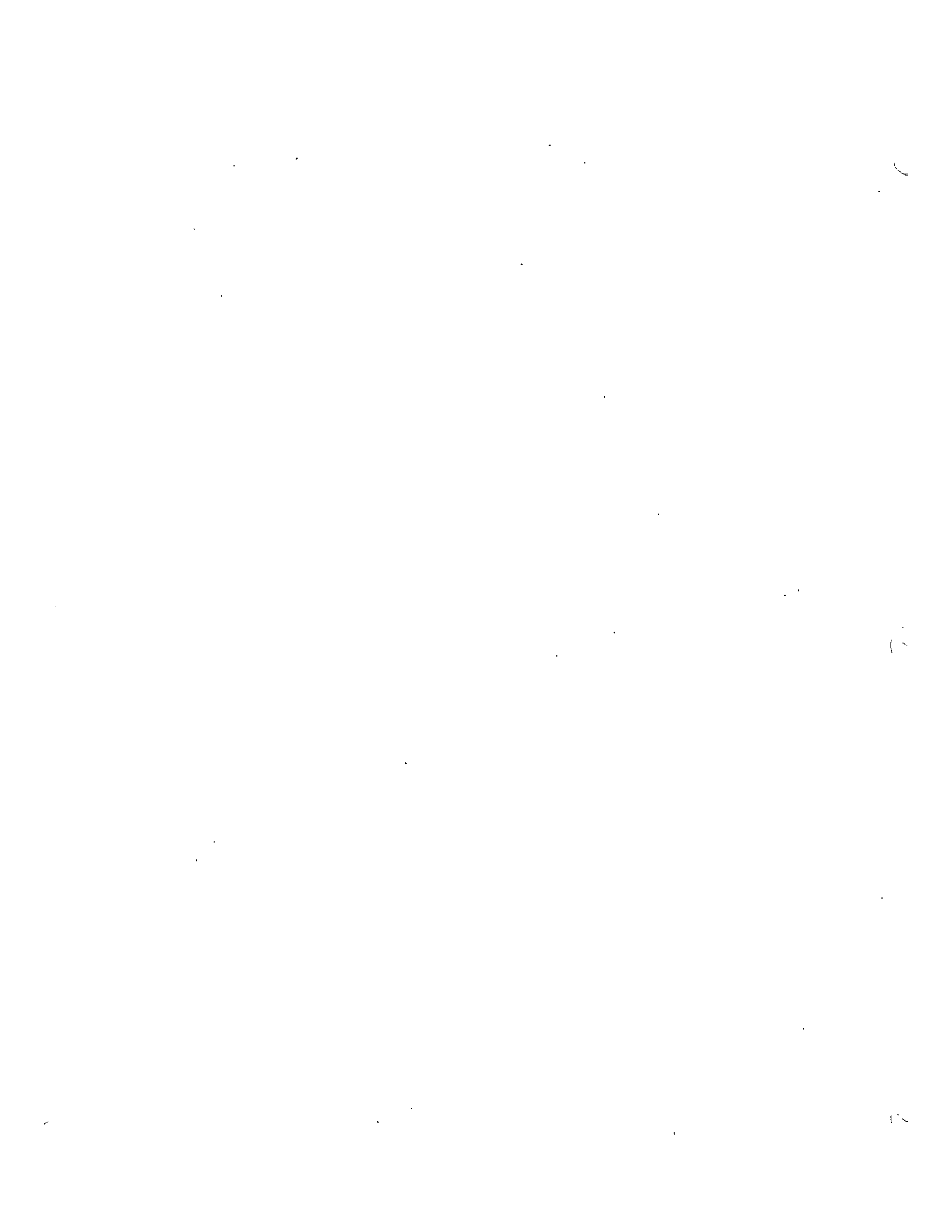
2. The Local Capital Improvements Planning Committee shall consist of at least three (3) but not more than ten (10) voting members, to be appointed by the Mayor, subject to the confirmation of the Town Board of Trustees. All members must be residents of the Town of Cashion, Oklahoma, and shall serve without salary.

3. Terms of the members shall be established in the same manner as for those for a Municipal Planning Commission, and removal procedures for the Committee shall also be the same as for a Municipal Planning Commission.

4. The Local Capital Improvements Planning Committee has the general responsibility to assist the Town of Cashion in planning for the future development, growth and improvement of the Town of Cashion, Oklahoma, and in preparing, adopting, implementing and annually amending the local Capital Improvements Plan and its related programs, consistent with the goals, guidelines and other provisions of the Oklahoma Capital Improvements Planning Act.

5. The Committee shall also:


- a. Prepare the town's Capital Improvements Plan;
- b. Make recommendations to the Town Board of Trustees regarding the adoption of the Plan;
- c. Serve in an ongoing advisory capacity to the Town Board of Trustees regarding implementation of the Plan, particularly in the annual update phase of the planning process;
- d. Conduct public hearings and solicit and encourage participation, as required by, and in accordance with, applicable provisions of the Oklahoma Capital Improvements Planning Act;
- e. Take such other actions as may be necessary to carry out the town's Capital Improvements Planning process, consistent with local ordinances and policy, and state law requirements, including the capacity to recommend agreements with other area jurisdictions, in order to carry out the purposes of the Capital Improvements Planning process; and
- f. Maintain a working relationship with the appropriate Regional Planning Council (the Northern Oklahoma Development Authority), in order to ensure that the statutory requirements for integrating the



town's Plan into the NODA Regional Capital Improvements Plan, each year, are fully met, to the benefit of the Town of Cashion and the State of Oklahoma.

(Ord. No. 61, 10/2/95)

Update

to two 
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check
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SECTION 2-502 PURCHASE OF GOODS AND SERVICES (OTHER THAN PAYROLL AND PAYROLL RELATED.)

A. The following employees or officers have been designated as purchasing officers empowered to purchase or contract against budget appropriations accounts:

1. Town Clerk/Treasurer
2. Utilities Director
3. Police Chief
4. Emergency Services Director

B. A designated purchasing officer must approve any expenditure' up to and including \$1,000.00. Such purchasing officer must first determine that funds for such expenditure were included in the current budget, and that sufficient, unencumbered funds remain for paying such purchase. If so, such purchasing officer shall then prepare and submit a Purchase Order to the Clerk/Treasurer, or other encumbering officer, who shall encumber funds from the designated account and approve issuance of such Purchase Order. One copy shall be presented to the vendor, one copy shall be retained by the Clerk/Treasurer, or other encumbering officer if designated and one copy shall be retained by the requesting purchasing officer.

C. The Board of Trustees must approve any expenditure over \$1,000.00. Prior to such expenditure the Board must first determine that funds for such expenditure were included in the current budge, and that sufficient unencumbered funds remain for such purchase. If so, the Board shall authorize issuance of a Purchase Order following the procedure outlined in sub-section B above.

D. The officer or employee receiving merchandise or contract services shall sign the invoice or delivery ticket. The invoice, along with all supporting documentation, must be verified by the authorized purchasing officer as to quantities, services, and prices. If correct, the invoice (s) and any supporting documentation shall be submitted to the Clerk/Treasurer.

E. The Clerk/Treasurer shall attach a copy if the invoice and any other documentation to the purchase order issued for such purchase, make any necessary adjustments and prepare for payment. As the Purchase Orders are paid they shall be cancelled by noting the date paid, the check number issued for payment, and the amount paid by such check.

F. The Purchase Orders and checks shall be presented to at least one other authorized check signer who shall compare the Purchase Orders to the invoices and verify accuracy. Upon verification such other check signer and Town Clerk/Treasurer shall then record the checks in the appropriate cash disbursements journals and shall prepare a check register. The check register shall list in check number order the check date, check number, vendor, and the check amount. Information explaining the expenditure(s) should also be included.

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CHAPTER 5

MUNICIPAL PURCHASES AND CASH DISBURSEMENTS

Section 2-501	Payroll Disbursements.
Section 2-502	Purchase of Goods and Services (other than payroll and payroll-related).
Section 2-503	Interfund transfer.
Section 2-504	Petty cash.
Section 2-505	Debt Service.
Section 2-506	Competitive Bidding.
Section 2-507	Financial Reporting.
Section 2-508	Applicability to Public Trusts.

SECTION 2-501 PAYROLL DISBURSEMENTS.

A. For all employees and officers of the Town of Cashion, Oklahoma, a documented record shall be maintained in a personnel file of the authorized rate of pay or salary for each employee and officer.

B. For each pay period a record of time worked shall be prepared in the form of time sheets or logs for each employee and officer to be paid. Such record of time worked shall be verified as to its accuracy in writing by the employee or officer and the Town Clerk.

C. Upon verification of the work record a payroll register including the amount of gross pay, authorized deductions, and net pay shall be prepared by the Town Clerk.

D. The net payroll checks shall be prepared from the payroll register, along with checks for payment of related payroll taxes and other payroll benefits required by law or contract.

E. The payroll checks and the payroll register shall be presented to at least one other authorized check signer who shall compare the payroll checks to the payroll register and verify their accuracy. Upon verification such other authorized check signer and the Town Clerk shall sign the checks and prepare them for distribution. The Town Clerk shall then record the checks in the appropriate cash disbursements journals.

F. The payroll register shall be provided to the governing body for informational purposes at the next regular meeting; however, governing body approval is not required prior to payment of payroll-related costs if incurred and paid in accordance with the provisions above.

G. The check register shall be provided to the Board of Trustees for informational purposes at its next regular meeting, however, Board approval is not required prior to payment of invoices if paid charges were incurred and paid in accordance with the provisions above.

H. In the event of an emergency the Mayor may approve expenditures up to \$5,000.00. An emergency is considered as an event or situation when it is necessary to avoid loss of life, substantial damage to property, or damage to the public peace or safety. Such expenditures(s) shall be recorded in the minutes of the next Board meeting following authorization. Any check or Purchase Order issued under this section shall declare on its face that it is issued under this section as an emergency.

SECTION 2-502A BLANKET PURCHASE ORDERS.

A. Blanket Purchase Orders may be issued for recurring purchases of goods and services in an amount up to and including \$500.00. The maximum amount may be increased to cover unforeseen expenses, but a written explanation of said increase shall be attached to the blanket Purchase Order prior to payment.

B. Blanket Purchase Orders shall be prepared, filed, and encumbered in the manner provided for Purchase Orders and as authorized by law or regulation, except no written requisition shall be required for a blanket Purchase Order. Before transacting any purchase pursuant to a blanket Purchase Order, the order shall be submitted to the governing board for its approval. After satisfactory delivery of goods or services pursuant to a blanket Purchase Order, a vendor's invoice shall be submitted to and approved by the appropriate purchasing officer and forwarded for payment. An itemized list of goods or services purchased pursuant to the blanket Purchase Order shall be attached to the vendor's invoice if said invoice does not contain an itemized list of goods or services purchased pursuant to the blanket Purchase Order. Payment of invoices from vendors pursuant to a requisition and approved blanket Purchase Order issued pursuant to the provisions of this section shall be authorized by the encumbering officer.

SECTION 2-503 INTERFUND TRANSFER.

A. All transfers between funds shall only be made in accordance with Board of Trustees appropriations as reflected in the original or amended Town budget.

B. Once lawfully appropriated interfund transfer payments may be made by the Town Clerk/Treasurer or PWA Clerk, as appropriate, without further Board approval in the manner used for payments of purchases or goods and services.

SECTION 2-504 PETTY CASH.

A. As provided for in Title 11 Oklahoma Statutes, Section 17-102(D), the Town may have petty cash accounts for use in making small payments for costs incurred in operating the Town.

B. Each petty cash account established shall require approval of the Board of Trustees,

including the imprest amount of the petty cash account. However, in no case should the balance exceed \$250.00.

C. The petty cash accounts shall be reimbursed by utilizing properly itemized invoices in the manner used for payment of purchases of goods and services. However, in no case shall an individual payment from petty cash exceed \$50.00.

SECTION 2-505 DEBT SERVICE.

A. All long-term indebtedness in the form of bonds, notes, or lease purchase obligations shall be incurred in the manner provided by law.

B. Once lawfully incurred the Town Clerk shall make payments of principal and interest on the debt in accordance with the terms specified by the lender without further approval of the Town Board.

C. The manner of payment shall be consistent with the manner used for payment of goods and services.

D. Current balance on outstanding debt shall be maintained by the Town Clerk in the appropriate journals.

SECTION 2-506 COMPETITIVE BIDDING.

A. The Town of Cashion shall adhere to the provisions of Title 61, Oklahoma Statutes (1991), Sections 101, et seq., when determining when competitive bidding is required and the manner in which competitive bids will be obtained.

B. If the Cashion Town Code provides for additional competitive bidding requirements, such additional requirement shall be met.

C. In addition to the requirements of paragraph A above, public trusts created pursuant to Title 60 Oklahoma Statutes, Section 176, of which the town of Cashion is beneficiary, shall also follow the competitive bidding provisions of Title 60 Oklahoma Statutes, Section 176(g).

SECTION 2-507 FINANCIAL REPORTING.

A. The Town Clerk/Treasurer or PWA Clerk, as appropriate, shall prepare written monthly financial reports which disclose at least all receipts and expenditures by fund in the same format as the approved budget, and showing the variance from the budget.

B. The financial reports shall be placed on the agenda for acknowledgment by the Town Board at each regular meeting.

SECTION 5-208 APPLICABILITY TO PUBLIC TRUSTS.

A. For all public trusts created pursuant to Title 60 Oklahoma Statutes, Sections 176-180, for which the Town is beneficiary, and for which the Trust's Board of Trustees is comprised entirely of members fo the Town's Board of Trustees, all sections of this Chapter shall apply.

B. For the purposes of public trusts as defined above, "Town Clerk" shall mean Trust Secretary as defined by the Trust Indenture.

