CITY OF STOUGHTON
FINANCE DEPARTMENT
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AGENDA ITEM

DATE: January 23, 2018

TO: Finance Committee Members

FROM: Tammy LaBorde
Director of Finance & Economic Development

RE: Signers for EMS Checking Account

BACKGROUND: As part of the annual audit, the auditors send out letters to the various banking institutions that we bank with to confirm the accounts that are at each bank. During this process it was determined that I was not an authorized signer for one of our accounts with McFarland Bank. After further investigation, it was determined that this specific account was utilized for EMS as a checking account and that Laurie Sullivan and the past EMS Director were listed as signers on the account.

In order for the City to update the information, McFarland Bank has requested that there be a designation of the official signers for the checking account.

The individuals who should be listed as signers on the account are Tammy A. LaBorde, Finance Director; Lisa A. Schimelpfenig, EMS Director; and Robert J. Baldauf, Operations Specialist.

FISCAL IMPACT: There is no financial impact.

RECOMMENDATION: To designate the following individuals as signers on the McFarland Bank EMS checking account – Tammy A. LaBorde, Finance Director; Lisa A. Schimelpfenig, EMS Director; and Robert J. Baldauf, Operations Specialist.