



**CITY OF HAMMOND ORDINANCE No. \_\_\_\_\_**

An ordinance requiring quarterly financial reports be provided to the City Council at the second City Council meeting following the end of each quarter.

WHEREAS, the Council hereby finds and declares that financial transparency and disclosure of the City's business is in the public interest.

BE IT ORDAINED; a quarterly Financial Report shall be prepared and submitted by the Mayor or his designee to the City Council. The report shall include:

1. Budget to actual report
2. All transfers within each department and fund
3. Available balance in each fund at end of the quarter
4. Bank reconciliation
5. Available balance in each multiyear fund
6. The capital project report
7. A list of payment made to the vendor for the quarter
8. Any changes to the adopted budgeted.

The financial report shall be presented at the second City Council meeting following the end of the quarter based upon the fiscal year of the City (for example if the first quarter of fiscal year is July, August, September, the report shall be presented at the second City Council Meeting in October).

The financial report shall be transmitted to the Council via electronic format and posted to the City website no later than the close of business of the Thursday preceding the meeting at which it will be presented.

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The above and foregoing ordinance having being duly submitted to the Hammond City Council in writing; introduced at a public meeting on \_\_\_\_\_, 2024 of the Hammond City Council and discussed at a public meeting held on \_\_\_\_\_, 2024; after motion and second was submitted to the official vote of the Hammond City Council.

On motion by Councilman \_\_\_\_\_ and Second by Councilman \_\_\_\_\_ the foregoing ordinance was hereby declared adopted on \_\_\_\_\_, 2024 by the following roll call vote:

**Votes: Councilman Wells ( ), Councilman DiVittorio ( ), Councilman Andrews ( ), Councilwoman Gonzales ( ), Councilman Leon ( ).**

**WHEREFORE** the above and foregoing ordinance was declared duly adopted on this \_\_\_\_\_ day of \_\_\_\_\_ in the year **2024**, at Hammond, Tangipahoa Parish, Louisiana.

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Kip Andrews  
President, Hammond City Council

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Honorable Pete Panepinto  
Mayor, City of Hammond

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Lisa Cockerham, Clerk  
Hammond City Council