



## **Weber County Policy 2-900**

### **Bank Accounts**

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#### **I. Purpose**

This policy establishes the process for creating bank accounts needed for County business and for approving or changing authorized signatories.

#### **II. Policy**

A bank account may not be created to serve any department or office of the County without prior approval from the County Commission.

#### **III. Procedures**

- A. Any elected official or department head who desires to open an account shall submit a request in writing to the Clerk/Auditor and Treasurer stating the need and purpose of the account.
- B. The Clerk/Auditor and the Treasurer shall review the request and make a recommendation to the County Commission regarding the necessity and advisability of opening the account.
- C. If the County Commission determines that opening the account serves the needs of the County, it shall direct the Civil Division of the County Attorney's Office to prepare a resolution to approve the creation of the account.
- D. The resolution shall include those persons authorized and designated by the County Commission as signatories to disburse funds from such account.
- E. Any elected official or department head who desires to change a signatory to an account shall provide notice to the Clerk/Auditor and Treasurer. Changes in signatories to an account are considered administrative actions and do not require County Commission action in an open and public meeting.

## Weber County Policy 2-900: Financial and Accounting Policies

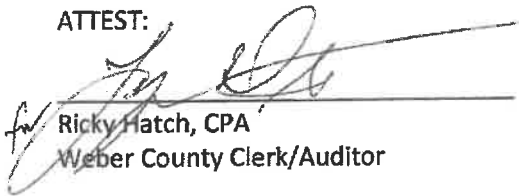
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DATED this 15 day of MARCH, 2022.

BOARD OF COUNTY COMMISSIONERS  
OF WEBER COUNTY:

  
Scott K. Jenkins, Chair

ATTEST:

  
Ricky Hatch, CPA  
Weber County Clerk/Auditor

Approved as to form and legality:

  
Deputy County Attorney