	<b>CITY OF TRAVERSE CITY</b> <b>POLICY TITLE:</b> Implementation of BS&A and Process for Administration of Credentials for BS&A Software	POLICY NO: CC-059
		SUBMITTED BY: Lauren Tribble-Laucht, City Attorney
		APPROVED BY: City Commission
Adopted Date February 19, 2019 Effective Date: February 19, 2019 Supersedes No: N/A Procedure Reference No: N/A Page 1 of 2		<b>HISTORY:</b> Initial Adoption Date: February 21, 2019 Amended Date: Amended Date:

I hereby certify that this Policy was adopted by the City Commission of the City of Traverse City at its Regular Meeting held on February 21, 2019, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City Michigan.




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Benjamin Marentette, MMC, City Clerk


### Policy

The City has implemented BS&A software for the purpose of operating accounting and payroll capabilities. BS&A software requires an individual employee to possess system administrator rights. The employee designated as system administrator has the ability to assign sign-in credentials to other City employees for purposes of using the BS&A software.

The City Charter requires that all financial disbursements be first approved by the City Treasurer and that final approval must be given by the City Clerk. This Charter-imposed requirement that each expenditure of the City be approved by both the City Treasurer and the City Clerk is a necessary and important check and balance on the financial controls of the City.

The need for a City employee to act as system administrator for the BS&A system could have the potential to circumvent the check and balance; therefore, in consideration of the foregoing, the following process shall be followed for implementation of the BS&A Software:

1. Before any changes to BS&A access privileges are made for the City Treasurer and the City Clerk, the City Attorney shall be notified of such changes.

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2. The BS&A system shall be programmed so that all approvals of expenditures shall be authorized by the City Treasurer and the City Clerk, with final authorization to be completed by the City Clerk, as required by the City Charter.
3. The system administrator shall maintain a current listing of all employees' access credentials and modules, which shall be made available to the City Treasurer and City Clerk upon request.
4. Immediately upon the change of any user access, privileges or approval rights within the system, the City Treasurer and City Clerk shall be notified and provided an electronic copy of the updated listing, showing the access, privileges and approval rights within the system.
5. In the event an expenditure is made without the approval of the City Treasurer and the City Clerk as required by this policy, the City Attorney shall be notified immediately.
6. This policy shall be provided to all existing employees who have access to the BS&A system and all such new employees.