CFO Designation Resolution Template

Instructions

A.R.S. §41-1279.07(E) requires each county, city, town, and community college district to annually provide to the Arizona Auditor General by July 31 the name of the Chief Fiscal Officer (CFO) the governing body has designated to officially submit the current year’s annual expenditure limitation report (AELR) on the governing body’s behalf. The current year is the fiscal year the entity is operating in on July 31.

City and town councils (councils) **must** use this resolution template to document their annual CFO designation and may not delegate the responsibility of designating the CFO.

Councils must present and act upon the resolution **annually** at a council meeting and submit the signed resolution to our Office with the electronic [CFO designation form](https://www.azauditor.gov/reports-publications/cities-and-towns/forms). This instructions page does not need to be presented or submitted. The template includes fillable text boxes to allow entities to add any needed wording to both the recitals and enactments sections. If additional wording is not needed, please delete the textbox. The standard wording portions of the template that are not fillable may not be removed from the document adopted by the council and submitted to our Office.

These instructions and the resolution template are not legal advice. As such, you may want to consider having your legal counsel review your resolution for accuracy and form.

If you have any questions, please contact our Accountability Services Division at (602) 977-2796 or email us at asd@azauditor.gov.

**RESOLUTION NO.** Click or tap here to enter text.

**A RESOLUTION OF THE** Choose an item. **OF** Click or tap here to enter text.**, ARIZONA MAYOR AND COMMON COUNCIL, DESIGNATING THE CHIEF FISCAL OFFICER FOR OFFICIALLY SUBMITTING THE FISCAL YEAR** Choose an item. **EXPENDITURE LIMITATION REPORT TO THE ARIZONA AUDITOR GENERAL**

**RECITALS:**

WHEREAS, A.R.S. §41-1279.07(E) requires each county, city, town, and community college district to annually provide to the Arizona Auditor General by July 31 the name of the Chief Fiscal Officer the governing body designated to officially submit the current year’s annual expenditure limitation report (AELR) on the governing body’s behalf; and

WHEREAS, the Choose an item. of Click or tap here to enter text. Mayor and Council desires to designate Click or tap here to enter text., as the Choose an item.’s Chief Fiscal Officer.

WHEREAS, Entities must submit an updated form and documentation for any changes in the individuals designated to file the AELR.

Fill in additional recitals deemed necessary here. Delete this section if no additional enactments are needed.

**ENACTMENTS:**

**NOW THEREFORE BE IT RESOLVED** BY THE Choose an item. OF Click or tap here to enter text. MAYOR AND COUNCIL as follows:

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. Click or tap here to enter text. is hereby designated as the Choose an item.’s Chief Fiscal Officer for purposes of submitting the fiscal year Choose an item. AELR to the Arizona Auditor General on the governing body’s behalf.

Fill in additional enactments deemed necessary here. Delete this section if no additional enactments are needed.

PASSED AND ADOPTED by the Choose an item. of Click or tap here to enter text., Arizona Mayor and Council, this Choose an item. day of Choose an item., Choose an item..

|  |  |
| --- | --- |
| Click or tap here to enter text., Mayor  **Reviewed by:**  Click or tap here to enter text., Choose an item. Manager | **Attested to:**  Click or tap here to enter text., Choose an item. Clerk  **Approved as to form:**  Click or tap here to enter text., Choose an item. Attorney |