

**THORNTON TOWNSHIP
COOK COUNTY, ILLINOIS**

ORDINANCE NO. 24-006

**AN ORDINANCE TO ESTABLISH A RETAIL/CREDIT CARD/NET 30 POLICY FOR
THORNTON TOWNSHIP, COOK COUNTY, ILLINOIS.**

**ADOPTED BY THE
TOWNSHIP BOARD OF THORNTON TOWNSHIP**

**TIFFANY A. HENYARD, Township Supervisor
LORETTA C. WELLS, Township Clerk**

**GERALD JONES
DARLENE GRAY EVERETT
CHRISTOPHER GONZALEZ
CARMEN CARLISLE
Trustees**

Published in pamphlet form by authority of the Township Board of Thornton Township, Cook County, Illinois, this *20th* day of *August*, 2024.

**THORNTON TOWNSHIP
COOK COUNTY, ILLINOIS**

ORDINANCE NO. 24-006

AN ORDINANCE TO ESTABLISH A RETAIL/CREDIT CARD/NET 30 POLICY FOR THORNTON TOWNSHIP, COOK COUNTY, ILLINOIS.

* * *

WHEREAS, Thornton Township, Cook County, Illinois (the “Township”), is a duly organized and existing township and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of the Illinois Township Code, 60 ILCS 1/1-1, *et seq.* (the “Code”), and all laws amendatory thereto; and

WHEREAS, the Township Supervisor (the “Supervisor”) and Township Trustees (collectively, the “Township Board”) are committed to ensuring the efficient operation of government; and

WHEREAS, the Township Board aims to ensure responsible and transparent financial management through the establishment of guidelines and restrictions.

NOW, THEREFORE, BE IT ORDAINED by the Township Board of Thornton Township, Cook County, Illinois, as follows:

**ARTICLE I.
IN GENERAL**

Section 01. Incorporation Clause.

All of the recitals hereinbefore stated as contained in the preambles to this Ordinance are full, true and correct, and the Township Board does hereby, by reference, incorporate and make them part of this Ordinance as legislative findings.

Section 02. Purpose.

The purpose of this Ordinance is to establish guidelines and restrictions for the use of retail, credit card, and net 30 accounts to ensure responsible and transparent financial management for Thornton Township.

Section 03. Invocation of Authority.

This Ordinance is adopted pursuant to the authority granted to the Township by the Constitution of the State of Illinois and the Illinois Compiled Statutes.

Section 04. Issuance and Custody.

1. There shall be only two credit cards issued for Thornton Township use. The Board of Trustees may approve additional credit cards and credit card accounts for usage by approved officials or personnel for the payment of approved and budgeted for Township expenses.

2. The Thornton Township credit cards shall be held by the Finance Director and the Supervisor. The Finance Director and the Supervisor may allow department heads or officials to use the Township's credit cards for approved and budgeted Township expenses. Any department heads or officials using the Township's credit cards shall request permission, in writing, to use the credit cards for the payment of approved and budgeted expenses. Said request must include a description of what is being purchased, the exact or estimated amount of the expenditure, and a statement explaining how this expenditure benefits the Township and/or its residents.

Section 05. Spending Policies and Limits.

1. No expenditure exceeding \$10,000 within a 30-day period shall be made without prior approval from the Board. Department Heads and Township Officials are encouraged to take this directive into account when planning their spending and purchases.

2. The Finance Director and the Supervisor are authorized to use the credit card for expenditures over \$10,000 only in cases of emergency, provided the amount does not exceed \$30,000.

3. All expenditures must be authorized by the Illinois Township Code.

4. Township credit cards shall not be used for cash advances, personal use or any other type of personal purchase.

5. All purchases made with a Township credit card must be reported with receipts and associated documentation detailing the goods or services purchased, cost, date of the purchase and the official business explanation therefore. Restaurant receipts should be itemized, where possible.

6. Alcohol may not be purchased with the Township credit cards except as it relates to a Township approved and/or licensed event and the Township has secured all required local and state licenses. For example, alcohol shall not be purchased with Township funds at a restaurant or bar.

Section 06. Designation of Emergencies.

1. For the purposes of this ordinance, emergencies are defined as situations requiring immediate action to address:

- a. Major building or capital repairs.
- b. Major equipment or vehicle repairs.
- c. Major street repairs.
- d. Responding to cyber-attacks, malware attacks, and other cyber security issues.
- e. Disaster response related expenditures.

2. An emergency is characterized by the need for repairs or actions to be started and/or completed within a 24 to 72-hour time frame to prevent significant danger, loss,

disruption, or to prevent the loss of life or property. Emergencies shall also include disaster responses requiring an immediate and potentially ongoing response.

Section 07. Reporting Requirements.

In the event of an emergency expenditure, the Finance Director and/or the Supervisor must provide a detailed explanation to the Board, outlining the nature of the emergency and the necessity of the expense, within 1 business day of the expenditure.

Section 08. Net 30 Accounts.

1. The total amount spent using net 30 accounts, including but not limited to Costco, Walmart, Sam's Club, Amazon, and any other net 30 retailers, shall not exceed \$5,000 within a 30-day period. WEX account expenditures shall not exceed \$100,000 in a 30-day period.

2. The Finance Director and the Supervisor are responsible for monitoring and ensuring that the cumulative net 30 expenditures do not exceed this limit.

Section 09. Compliance and Enforcement.

1. Any violation of this ordinance will be subject to review and potential disciplinary action by the Board.

2. The Finance Director and the Supervisor responsible for maintaining accurate records of all credit card and net 30 account transactions and ensuring compliance with this Ordinance.

**ARTICLE III.
HEADINGS, SAVINGS CLAUSES,**

PUBLICATION, EFFECTIVE DATE

Section 10. Headings.

The headings for the articles, sections, paragraphs and sub-paragraphs of this Ordinance are inserted solely for the convenience of reference and form no substantive part of this Ordinance nor should they be used in any interpretation or construction of this Ordinance.

Section 11. Severability.

The provisions of this Ordinance are hereby declared to be severable and should any provision, clause, sentence, paragraph, sub-paragraph, section or part of this Ordinance be determined to be in conflict with any law, statute or regulation by a court of competent jurisdiction, said provision, clause, sentence, paragraph, sub-paragraph, section or part shall be excluded and deemed inoperative, unenforceable and as though not provided for herein, and all other provisions shall remain unaffected, unimpaired, valid and in full force and effect. It is hereby declared to be the legislative intent of the Township Board that this Ordinance would have been adopted had not such unconstitutional or invalid provision, clause, sentence, paragraph, sub-paragraph, section or part thereof been included.

Section 12. Superseder.

All code provisions, ordinances, resolutions and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 13. Publication.

A full, true and complete copy of this Ordinance shall be published in pamphlet form as provided by the Illinois Township Code, as amended.

Section 14. Effective Date.

This Ordinance shall be in full force and effect following its passage, approval and publication, as provided by law.

[Signature page follows]

PASSED by the Township Board of Thornton Township, Cook County, Illinois, on the 20th day of August, 2024, by the following roll-call vote:

Jones: yes
Everett: NO
Gonzalez: yes
Carlisle: yes
Supervisor Henyard: NO

APPROVED this 20th day of August, 2024.

Tiffany A. Henyard
Township Supervisor

ATTEST:



Loretta C. Wells
Township Clerk

COUNTY OF COOK)
) SS
STATE OF ILLINOIS)

CLERK’S CERTIFICATE

I, Loretta C. Wells, certify that I am the elected and duly qualified Clerk of Thornton Township, Cook County, Illinois (the “Township”) and, as such, I am the keeper of the records and files of the Township and its Supervisor and Trustees (collectively, the “Township Board”). I further certify as follows:

Attached to this Certificate is a true, correct and complete copy of Township Ordinance No. 24-006, entitled:

AN ORDINANCE TO ESTABLISH A RETAIL/CREDIT CARD/NET 30 POLICY FOR THORNTON TOWNSHIP, COOK COUNTY, ILLINOIS.

This Ordinance was passed and approved by the Township Board at a duly noticed meeting held on the 20th day of August, 2024. I do further certify that a quorum of said Township Board was present at said meeting, and that the Township Board complied with all the requirements of the Illinois Open Meetings Act in connection with said meeting.

Given under my hand and official seal at Thornton Township, Cook County, Illinois, this 20th day of August, 2024.



Loretta C. Wells
Township Clerk

(SEAL)