



CITY OF MOUNT VERNON, N.Y.
OFFICE OF THE COMPTROLLER

Darren M. Morton, Ed.D., CPRP, CMFO
Comptroller

City Hall, One Roosevelt Square
Mount Vernon, NY, 10550
(914) 665-2303

April 15, 2026

Honorable Members of the City Council
1 Roosevelt Square - City Hall
Mount Vernon, NY 10550

Re: Finance Policy Procedures Documents
Referral # COMP2026-06

Dear Honorable Members of the City Council:

Pursuant to Section 91 of the Mount Vernon City Charter, the Comptroller is charged with the supervision of the City's financial affairs and is authorized to establish rules, regulations, and general practices for the organization and administration of fiscal operations. This authority includes defining the financial roles, responsibilities, and levels of authority of City staff and elected officials.

Consistent with this mandate, your Honorable Body previously authorized my office to collaborate with the City's financial advisors and external consultants to develop and strengthen the City's financial policy framework. As part of that effort, interim procedures were implemented to support ongoing operations, and the following policies were formally adopted and remain in effect:

- Investment Policy
- Fund Balance Policy
- Debt Management Policy
- Travel and Expense Policy

At this time, I respectfully request that the Mount Vernon City Council ("the Council") adopt, by legislation, the comprehensive Finance Policy and Procedures Document, along with the following individual policy components:

- Cash Management – Cash Receipts Policy

- Journal Entry Policy and Procedures
- Electronic Funds Transfer Policy
- Municipal Credit Card Policy
- Vehicle Risk Management and Reporting Policy
- E-ZPass Policy

These proposed policies are designed to further standardize, strengthen, and enhance the City's fiscal controls and operational procedures. They also directly support the implementation of the Corrective Action Plan (CAP) stemming from the 2021 New York State Comptroller's Audit Report.

Each policy will be reviewed at least annually, or more frequently as necessary, to ensure continued relevance, compliance, and effectiveness.

I appreciate your consideration of this proposed legislation and respectfully request your support in adopting these policies and procedures to further promote transparency, accountability, and sound financial management for the City of Mount Vernon.

If you have any questions, please call the Comptroller's Office at 914-665-2304 or email at Comptroller@cmvny.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Dr. Darren M. Morton".

Dr. Darren M. Morton Ed. D., CPRP. CMFO
Comptroller

cc: Mayor
Law Department