

Town of Galen

Monthly Reports Policy

PURPOSE:

The Monthly Reports Policy is intended to provide regular updates of activities in all departments. This requirement for the consistent flow of information, to the Galen Town Board members, is imperative for advanced planning and the availability of such data to be retrieved for various reasons. These Monthly Reports will become a permanent record as they are accepted and entered into the regular meeting minutes.

SUBMISSION DATE:

Each Department in the Town of Galen shall submit a monthly report to the Galen Town Clerk on or before the Wednesday prior to the regularly scheduled Board meeting. (These meetings are currently scheduled for the 2nd Monday of each month)

DOCUMENTATION TYPES:

The content of these reports may be submitted in hardcopy originals, electronic compatible files or verbally presented at the monthly meeting.

ACCOUNTABILITY & EVALUATION:

The stated requirements under “**Purpose**” for this policy shall be considered as of extreme importance to the department’s efficiency, accuracy and cooperation. Furthermore, this information will be presented to the Town Council as required under “**Submission Date**” or as defined in “**Document Types.**” These reports will be taken into consideration for future budgetary requests.

STANDARDS:

This policy is in place to provide a measure of protection for the Town against unforeseen circumstances and liability. Failure to maintain compliance to this policy may affect the employee’s employment status with the Town of Galen.