



## STAFF REPORT

**Meeting Date: November 7, 2016**

**Agenda Item #: 10a**

**TO: Mayor and Town Council**  
**FROM: Bonnie Schwerd, Assistant Town Administrator**  
**THRU: Susan Parker, Town Administrator**  
**TITLE: Appointment of new Finance Officer**

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**Summary:** Bonnie Bray, the Town's new Finance Director needs to be formally appointed by the Town Council in order to serve as the Town's Finance Officer. Ms. Bray comes to the Town with prior experience as a local government Finance Director in other municipalities in North Carolina and she has a master's degree in Accounting.

**Discussion:** In accordance with N.C. statutes, Town ordinances and Town policies, Ms. Bray's duties as Finance Officer will include pre-auditing expenditures, financial reporting, banking activities, debt issuances and investments on behalf of the Town of Sunset Beach, and other duties as reflected in the Finance Director's job description.

As duly appointed Finance Officer, Ms. Bray will be granted the authority to act on behalf of the Town as an authorized party for Town banking and investment accounts and matters.

**Recommendation:** Staff recommends that Town Council appoint Bonnie Bray as the Town of Sunset Beach Finance Officer and grant her the privileges of office as indicated in this packet.