

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 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](#). 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 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 the Auditor General's Office, Accountability Services Division, at (602) 977-2796 or email us at asd@azauditor.gov.