

## Committee Resolution 115-18

Resolved, the Committee on House Administration directs the Chief Administrative Officer (CAO) to develop the following policies with respect to individuals who are employed by three or more offices and who access the House network managed by the CAO to perform budget, payroll, or other financial functions on behalf of a Member office:

Financial standards that are based on best practices, policies, and controls that protect the financial integrity of the Member office and the House of Representatives.

Collaborate with the Sergeant-at-Arms to develop and implement appropriate background checks for all such employees as a condition of access to the network to perform financial functions and include a procedure for notification to employing office on findings and adjudication of results.

Collaborate with the Clerk of the House to implement a procedure so that timely filing of annual financial disclosure is a condition of privileged access to the network.

The CAO is directed to report to the Committee within 30 days on a plan to implement above policies with expected implementation date of October 1, 2018.