



## CURRENT POLICY

*Handout*

*Agenda Item*

5.3

*Date*

4/4/2024

**F-90-70 Disbursements.** The District requires that all disbursements be properly approved and authorized. To ensure that internal control is maintained over cash disbursements the following procedures will be performed:

- Disbursements, whether by check or electronic transfer, shall be included on a Warrant List for Board approval.
- Disbursements made by check shall require two signatures .
  - o Generally checks drawn from the Operating bank account will be signed by the General Manager and a Board Member. The General Manager may delegate his signing of the checks to the Administrative Services Manager.
    - Where either a Board Member or the General Manager is not available:
      - The Administrative Services Manager may sign in place of the General Manager; or
      - Two Board Members may sign in place of the General Manager; or
      - The General Manager and the Administrative Services Manager may sign in lieu of a Board Member signing.
      - If such a situation occurs, the paid invoice and related support documents will be submitted with the Warrant list for approval by the Board at the next Board meeting.
    - o Checks drawn from the Petty Cash Checking account may be signed by two of the following: the General Manager, the Administrative Services Manager, or the Administrative/Financial Specialist.

## PROPOSED POLICY (CLEAN VERSION)

**F-90-70 Disbursements.** The District requires that all disbursements be properly approved and authorized. To ensure that internal control is maintained over cash disbursements the following procedures will be performed:

- The General Manager can authorize payment of claims and demands without prior approval by the Board if the District Treasurer determines the demands are payable within the District's approved budget.
- Disbursements, whether by check or electronic transfer, shall be included on a Warrant List and presented to the Board at the next regular meeting for review. Invoices and related support documents will be available prior to and at the Board meeting for review, providing for additional Board oversight.
- Demands exceeding the District's approved budget shall be subject to Board approval before payment.
- Disbursements made by check shall require two signatures for valid, documented, and approved expenses of the District. Signing authority is to be granted by Resolution. Generally, checks drawn from the Operating bank account will be signed by the General Manager and Administrative Services Manager, who serves as the District Treasurer. Where either the General Manager or Administrative Services Manager is not available, a Board member may sign in place of the General Manager or Administrative Services Manager; or two Board Members may sign in place of the General Manager and the Administrative Services Manager.



## PROPOSED POLICY (REDLINE)

**F-90-70 Disbursements.** The District requires that all disbursements be properly approved and authorized. To ensure that internal control is maintained over cash disbursements the following procedures will be performed:

- The General Manager can authorize payment of claims and demands without prior approval by the Board if the District Treasurer determines the demands are payable within the District's approved budget.
- Disbursements, whether by check or electronic transfer, shall be included on a Warrant List and presented to the Board at the next regular meeting for review. Invoices and related support documents will be available prior to and at the Board meeting for review, providing for additional Board oversight. ~~for Board approval.~~
- Demands exceeding the District's approved budget shall be subject to Board approval before payment.
- Disbursements made by check shall require two signatures for valid, documented, and approved expenses of the District. Signing authority is to be granted by Resolution. ~~–~~
- Generally, checks drawn from the Operating bank account will be signed by the General Manager and a Board Member and Administrative Services Manager, who serves as the District Treasurer. The General Manager may delegate his signing of the checks to the Administrative Services Manager.
- Where either a Board Member or the General Manager or Administrative Services Manager is not available,
  - The Administrative Services Manager or a Board member may sign in place of the General Manager or Administrative Services Manager; or
  - Two Board Members may sign in place of the General Manager and the Administrative Services Manager; ~~or~~
    - The General Manager and the Administrative Services Manager may sign in lieu of a Board Member signing.
    - If such a situation occurs, the paid invoice and related support documents will be submitted with the Warrant list for approval by the Board at the next Board meeting.
    - Checks drawn from the Petty Cash Checking account may be signed by two of the following: the General Manager, the Administrative Services Manager, or the Administrative/Financial Specialist.