

<b>Subject:</b>	<b>AUTHORIZATION TO PAY EXPENSES</b>
<b>Section:</b>	<b>PPG# 6220</b>
<b>Chapter:</b>	<b>Fiscal Management</b>
<b>Effective Date:</b>	<b>5/12/2016</b> <b>DRAFT</b>

## **1.0 POLICY**

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- 1.1** McLane Black Lake Fire Department shall be fiscally responsible for the timely payment of expenses to vendors and employees.
- 1.2** As Board meetings may not always coincide with expense due dates, the timely processing of payroll or the need to transfer funds; and where it is deemed necessary to accomplish such actions when a quorum of the Board cannot be reached, the payment of said expenses and transfer of funds shall be authorized in accordance with this policy.

## **3.0 GUIDELINES**

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- 3.1** The Executive Assistant shall serve as the auditing officer and the Fire Chief shall be authorized to sign the warrants in accordance with this policy.
- 3.2** The Executive Assistant and Fire Chief shall be bonded for \$50,000 (fifty thousand dollars) for the faithful execution of their duties.
- 3.3** All contracting, hiring, purchasing, disbursing policies and internal controls shall remain in effect except for those authorities specifically provided herein.
- 3.4** The District Board of Fire Commissioners shall review all documentation supporting the claims paid and approve or disapprove all checks or warrants issued in payment of claims at its next regularly scheduled public meeting.
- 3.5** The District Board of Fire Commissioners shall require that if, upon review, it disapproves some claims, the auditing officer and the Fire Chief shall jointly cause the disapproved claims to be recognized as receivables of the fire district and to pursue collection diligently until the amounts disapproved are collected or until the Board of Commissioners is satisfied and approves the claims.

### **3.0 REFERENCES**

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**3.1 RCW 42.24.180**