

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

IN THE MATTER OF) **Resolution # 05-05**
Authorizing the District's Administrative Secretary and /or the)
District's Finance Officer to submit vouchers for payment)
preceding a regular meeting of the Board of Fire Commissioners)

THE FIRE COMMISSIONERS OF CENTRAL WHIDBEY ISLAND FIRE AND RESCUE
HAVE DETERMINED THAT

WHEREAS, the Washington State Auditor's Office recommends and prefers that all public entities minimize the occurrence of late payment penalties; and,

WHEREAS, from time to time the Regular Meeting of the Board of Fire Commissioners is rescheduled earlier in a given month; thus some vendor's bills arrive after this meeting has been held and may accrue late payment penalties prior to the next Regular Meeting of the Board of Fire Commissioners; and,

WHEREAS, from time to time, a vendor's bill may be received after a regular monthly Fire Commissioner's meeting; and the District may be subject to late payment penalties prior to the next meeting of the Board of Fire Commissioners; and,

WHEREAS, the State Auditor and County Auditor have agreed on procedures that a Fire District can adopt for such submittals to be in compliance with RCW 42.24.180, so therefore;


BE IT RESOLVED by the Board of Fire Commissioners of Central Whidbey Island Fire and Rescue to adopt this policy and the attached procedures as approved by the Washington State Auditor's Office and the Island County Auditor's Office for voucher submittal prior to a meeting of the Board of Fire Commissioners.

ADOPTED this 10th day of NOVEMBER of 2005


Paul E. Messner, Commissioner


Cheryl J. Engle, Commissioner


Tom L. Smith, Commissioner

Attest: 
Joe Biller, District Secretary

Procedure for:

Voucher Submittals to the County Auditor In-Between Commissioner Meetings

BACKGROUND:

The purpose of this procedure is to avoid the occurrence of late payment penalties for routine district purchases and to maintain good business practices.

The Board of Commissioners are authorized under RCW 42.24.180 to allow the Finance Officer and or the Administrative Secretary to submit vouchers for payment to the County as long as the they are Bonded for at least \$50,000.00 each.

PROCEDURE:

For those unusual times when a bill is received in between Commissioner Meetings and,

1. the bill is considered "Routine" and;
2. there is a high likely hood that the district will be charged a late payment penalty if held until the next meeting of the Board of Commissioners.
3. has been reviewed and approved by the District's Finance Officer

The Finance Officer and or the Administrative Secretary are allowed to submit vouchers for payment, so long as one or more of them is Bonded to \$50,000, and ;

1. A Blanket voucher, that is specific to those specific bills, is signed by the Board of Commissioners and submitted to Island County within 30 days; and,
2. individual bill/s are "**highlighted**" on the Blanket Voucher so as to readily identify it/them as already having been submitted.

DEFINITION:

"Routine" purchases include:

1. Utility Vendors (Phone, Electric, Gas and others)
2. Vendors that have an aggressive late payment policy; such as Pitney Bowes, Evergreen Security and others)
3. Purchases previously agreed upon by the Board of Fire Commissioners to be paid using this procedure.