

Midway Sewer District
Resolution Number 2012-17

APPOINTING OF AUDITING OFFICER(S) FOR THE PURPOSE OF AUTHORIZING THE ISSUANCE OF WARRANTS AND ELECTRONIC TRANSACTIONS PRIOR TO BOARD OF COMMISSIONERS APPROVAL

WHEREAS, there may be circumstances when the Board of Commissioners does not meet prior to a day in which they would need to approve vouchers for the District's warrants and claims;

WHEREAS, there is a need by the District to process warrants and electronic payments in a timely and consistent manner;

WHEREAS, it would be of financial benefit to appoint Auditing Officer(s) to certify the voucher approval document for the correct and certified submission of vouchers to the King County Finance Office without awaiting a Commissioners meeting to authorize specific payments;

WHEREAS, RCW 42.24.180 authorizes the issuance of warrants before approval of the vouchers by the Board of Commissioners in order to expedite the payment of claims;

WHEREAS, this Agency shall enact the following policies and procedures pursuant to RCW 42.24.180:

1. All routine operating claims against Midway Sewer District will be pre-audited and signed by the Auditing Officer.
2. The Auditing Officer shall be bonded for no less than \$50,000 to assure the faithful discharge of their duties.
3. Midway Sewer District Code Book establishes the necessary purchasing and disbursing procedures that implements effective internal control for issuance of warrants and claims
4. The Board of Commissioners shall review and approve the claims paid at its next regularly scheduled public meeting; and
5. If the Board of Commissioners disapproves some claims, the Auditing Officer will recognize these claims as receivables of the District and will pursue collection diligently until the amounts are either collected or the Board of Commissioners approves the claims

THEREFORE BE IT RESOLVED, that the Board of Commissioners of Midway Sewer District does hereby authorize the Auditing Officer(s), Manager, Ken Kase and Office Manager, Cordelia Ford, to submit vouchers for payment and disbursement in accordance with Auditing Officers policy/Resolution 2012-17 prior to the Board taking action to approve said claims;

ADOPTED by the Board of Commissioners of Midway Sewer District at a regular meeting held on this 10th day of October 2012.

By: Jack W. Hendrickson,
President

By: George Landon,
Secretary

By: Vince H. Koester,
Commissioner