

**INTRODUCTION:**

This policy has been prepared to document the internal accounting procedures for the Sisters-Camp Sherman Rural Fire Protection District (District). Its purpose is to ensure that financial assets are safeguarded, that financial statements are in conformity with generally accepted accounting principles, and that finances are managed with responsible stewardship, in accordance with all applicable state statutes.

All personnel with a role in the management of Sisters-Camp Sherman Fire District fiscal operations are expected to uphold these policies. It is the intention of the District that the finance policy demonstrates our commitment to proper, accurate financial management and reporting.

**DIVISION OF DUTIES:**

The following is a list of personnel who have responsibilities within the accounting department:

**Budget Committee:**

1. Reviews and approves annual budget.

**Board of Directors:**

1. Reviews and approves all financial reports.
2. Reviews and adopts annual budget.
3. Adopts resolution for inter-fund loans.
4. Adopts resolution for budget reallocations.
5. Adopts resolution for budget contingency transfer.
6. Reviews accounts payable check register monthly.
7. Reviews bank statements monthly.
8. Reviews and approves all adjusting journal entries.
9. Two board members to be assigned to meet with the Finance Manager and/or Executive Assistant on a quarterly basis to review further detail and ask the following monitoring questions:
  - a. Are the books balanced and reconciled?
  - b. Are all cash and investment accounts reconciled to the general ledger?
  - c. Does the adopted budget reflect expected expenditures?
  - d. Have all payroll reports been filed and have all payroll liabilities been paid timely?
  - e. Are there any cases of fraud that we need to be aware of?
  - f. Have there been any significant changes to the internal control system?
  - g. Is the business office adequately staffed to allow for proper segregation of duties?

- h. Have there been any changes to the accounting system or accounting policies that are significant?
- i. Are there any other financial related matters we should be aware of?
- j. Are there any new pronouncements on the horizon that may require additional staff time or disbursement of funds to properly implement?
- k. Are all financial statements that have been provided to the Board accurate and complete to the best of your knowledge?
- l. Ask the Finance Manager and/or Executive Assistant (without the Fire Chief or Deputy Chief present) if they have been asked to do anything that makes them uncomfortable or to present any information, they feel is inaccurate.

Fire Chief:

- 1. Reviews and approves all financial reports.
- 2. Develops the annual budget with the Finance Manager and/or Executive Assistant, Deputy Chief, and input from the rest of the organization.
- 3. Reviews accounts payable check registers monthly.
- 4. Reviews and approves purchases.
- 5. Reviews special purchase circumstances for purchasing policy compliance.
- 6. Check signing authority.

Deputy Chief:

- 1. Reviews financial reports. Primary responsibility for report review under his/her area of responsibility.
- 2. Develops the annual budget, with the Finance Manager and/or Executive Assistant and input from the rest of the organization.
- 3. Reviews and approves regular purchases.
- 4. Reviews and approves all expense reports and visa purchases.
- 5. Check signing authority

Finance Manager:

- 1. Supervises all accounting and financial functions of the District.
- 2. Prepares all financial reports.
- 3. Prepares general journal entries as required.
- 4. Reviews complete General Ledger Journal each month.
- 5. Directs audit preparation activities and process and provides support during the audit.
- 6. Provides oversight for purchasing guidelines.
- 7. Reconciles A/P Aging Report to Trial Balance Report monthly.
- 8. Check signing authority.

*Executive Assistant*

1. Receives checks and cash, posts to accounts receivable log.
2. Prepares A/R invoices, then enters on A/R log.
3. Runs credit cards as requested for payment.
4. Develops the annual budget with input from the rest of the organization.
5. Reconciles and processes all accounts payable.
6. Verifies compliance with purchasing policy.
7. Maintains W-9 files on required vendors.
8. Prints checks for signature.
9. Transfers required funds from the LGIP to checking account.
10. Maintains vendor files.
11. Reports check registers, financial reports and bank statement reconciliations to Board of Directors monthly.
12. Prepares and files 1099's at calendar year end.
13. Prepares deposits and delivers to the bank.
14. Posts deposits to accounting software.
15. Prepares payroll in accounting software.
16. Reports ACH to bank for direct deposit payroll checks and prints manual payroll checks.
17. Maintains employee files and payroll records.
18. Processes payroll tax payments.
19. Processes all other benefits payments including PERS, retirement, Worker's Comp, insurance.
20. Prepares and files W-2's at end of the year.

*Office Assistant:*

1. Receives checks and cash. Copies checks.
2. Prepares A/R invoices. Enters on A/R log.
3. Runs credit cards as requested for payment.