

LEWIS COUNTY FIRE DISTRICT 3

Resolution # 24-04

RE: Check Process and Procedure

WHEREAS, Lewis County Fire District #3 Board of Commissioners have met and considered the Resolution 13-4 Checks Policy and have determined it to be of the best interest of the district to create an updated Resolution to include the County's exception to deposit rule in Resolution 23-05 Fund Deposits;

WHEREAS, the RCW 43.09.240 paragraph 2, which addresses the collection and depositing of public funds once every 24 consecutive hours anytime public funds are collected and in the district's possession, the Lewis County Treasurer has the ability under certain circumstances to grant an exception to this procedure;

WHEREAS, the Lewis County Treasurer has granted an exception to RCW 43.09.240 based on the following criteria:

1. Anytime funds collected are more than \$50.00 in cash or \$100.00 in checks the 24-hour rule must be complied with.
2. If funds in the district's possession are less than \$50.00 in cash or \$100.00 in checks, a weekly deposit will be deemed made in a timely manner.
3. Any undeposited funds in the district office's possession shall be secured in a keyed or combination device that is controlled by office management.
4. This exception will expire 7/25/25. In order to continue this exception, an updated resolution will be required at that time.


WHEREAS, Lewis County Fire District #3 Board of Commissioners have approved the process for receiving checks in the district office to be:

1. Receive check and record in the receipt book giving a copy of the receipt to the payer. Record should include date, check number, check amount, who the check is from and what the check is paying for.
2. Copy the front of each check to keep for your records with the transmittal later.
3. Fill out a deposit slip from the deposit bank book and tear out the white copy to place with checks for deposit. Keep yellow carbon copy attached in the book.
4. Within the timeframe described above for depositing funds, drive to Security State Bank to make physical deposit to the districts bank account ending in 1170 with white deposit slip and checks and make sure to receive a receipt showing the deposit was made.
5. Fill out a transmittal showing what fund and how much was deposited and attach the bank receipt from Security State Bank deposit in the blank area on the transmittal. Keep each transmittal, receipt and copies of checks together to make each deposit its own packet and save for later.

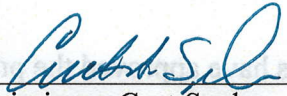
6. The at the end of the month, the district transfers the total of deposits for the month from the district's Security State Bank ending in 1170 to the county's Umpqua pool account ending in 6888. Print the confirmation of transfer from Security State Bank and use as a cover sheet to the deposit(s) it applies to. Scan and save all deposits for the month and the transfer confirmation from SSB and send both to treasurer@lewiscountywa.gov.
7. The county treasurer receives the email with notification of the deposit and will monitor to verify funds are received in the county pool account ending in 6888 before applying the deposit amount to the fund(s) listed on the transmittal. The county will email the district a receipt showing how much money was applied to what fund. The district will verify funds were applied correctly on the receipt.
8. The district attaches the county receipt to the SSB transfer confirmation and deposits and file in the month-end folder in preparation for month-end bank reconciliations.
9. At no time should a check received for the fire district be cashed rather than deposited.
10. If a check is deposited via external bank drop box outside of banking hours, the administrative assistant must verify bank receipt by logging into the districts Security State Bank account ending in 1170 and printing the deposit confirmation to replace a physical bank receipt.

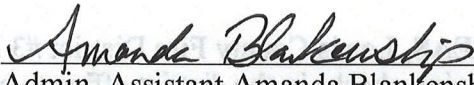
BE IT RESOLVED Lewis County Fire District #3 Commissioners have reviewed and approve the updated check process and procedure.

ADOPTED by the Lewis County Fire District #3 Board of Commissioners at an open public meeting held on the 21st day of February, 2024.


Chair Commissioner Marty Majors


Commissioner Doug Houghtelling


Commissioner Curt Spahn


Admin. Assistant Amanda Blankenship