



Tumalo Basin Sewer District
64682 Cook Ave, Box 19, Bend OR 97703
TumaloBasinSD@gmail.com
TumaloBasinSD.org
541-239-3389

Administration Work Separation of Duties

To be performed by Basic Books Accounting (Contractor)

Administrative Tasks

Research, draft documents, copy, scanning, calls, emails, etc.
Other administrative tasks as assigned by the Board

Communication and Correspondence handling – at such time when the District needs increase, including but not limited to membership and subscription renewals, insurance renewals, and Secretary of State matters. Questions of policy to be handed over to the Board to address.

Compliance

Advising adherence to district, county, state and federal policies, regulations and laws

General Ledger

Maintain the General Ledger of all accounting transactions, prepare financial statements, and perform monthly reconciliation of banking and accounting data.
Conduct year-end closing and prepare final management statement of financial and operating experience for the year.
Prepare checks monthly, from invoices for District approval and signatures.

Membership Applications / Subscriptions – monitor and renew

SDAO (Special Districts Association of Oregon)
SDIS (Special Districts Insurance Services) & Agent of Record – Barry Maroni, AIC
Zoom
DocuSign (Subscribe when the need arises)
Website Domain

Records Management

Follow OAR Retention Schedule
Maintain and file permanent and short-term records
Maintain an inventory of District checks, invoices, receipts, and office supplies.
Backup electronic files

Secretary of State

Registered Office and Agent (Resolution & Form updated as needed)
Report in Lieu of Audit - *May need to go to next level depending on limits reached*



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Board Training – monthly training on agenda

SDAO online library resources

Vector Solutions (option through SDAO)

OGEC (*board members attend Public Meeting Law training within 4-year term*)

Board Training: District will verify that Board members are attending online or in-person training to meet Board requirements.

Meeting / Agenda Coordination

Prepare Agenda Packet (receive and prepare documents)

Email Agenda to interested parties

Email press release to the media (publications and postings as required by law)

Distribute Agenda packet to Board & upload to website

Open/operate Zoom; upload recording link to website if directed

Post meeting processing, signing & filing (DocuSign for approved documents as needed)

Prep future agendas and documents

Audits

Report in Lieu of Audit for 2025. Thereafter, audits will shift to being performed by Basic Books.

Website

Maintain website with latest Agenda, minutes, and updates to posted information.