

# LEWIS COUNTY FIRE DISTRICT 3

## Resolution # 25-02

### Fund Deposits

**WHEREAS**, the Lewis County Fire District #3 periodically needs to deposit funds received in office via check or cash; and

**WHEREAS**, a fire district has the ability make deposits and should deposit receipts with the treasurer of the local government at least once every 24 hours. The treasurer of the local government may grant an exception where such daily transfers would not be administratively practical or feasible according to RCW 43.09.240; and

**WHEREAS**, the 2 person staff for the district also responds to 911 emergency calls during office hours making it difficult during high call volume times to commute out of district to the closest Bank location during bank office hours within 24 hours of funds receipt; and

**WHEREAS**, the Governance Board intends for the district to follow the RCW 43.09.240 whenever possible, however, understand the circumstances with staff having multiple duties. The Board would require that all funds be deposited by end of day on Friday the same week funds are received and no funds be held over a weekend. Anytime funds collected are more than \$50 in cash or \$100 in checks the 24-hour rule must be complied with;

**NOW THEREFORE BE IT RESOLVED** Lewis County Fire District #3 Governance Board approves the exemption for district staff to hold funds for more than 24 hours as stated in RCW 43.09.240, but to ensure all funds are in a secure locked device until deposited by end of day Friday of the same week funds are received.

**ADOPTED** by Lewis County Fire District #3 Board of Commissioners at an open public meeting held this 18<sup>th</sup> day of June, 2025.

  
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Commissioner Doug Houghtelling

  
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Commissioner Scott Spade

  
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Commissioner Curt Spahn

  
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Administrative Assistant Amanda Blankenship