

FISCAL MANAGEMENT

Goals

The quantity and quality of District programs are directly dependent on the funding provided and the effective, efficient management of those funds. As trustee of local funds allocated for use in public service, the board shall strive to see that these funds are used for achievement of the purposes to which they are allocated.

In the District's fiscal management, the board seeks to achieve the following goals:

1. Engage in thorough advance planning, with broad-based staff involvement, in order to develop budgets and to guide expenditures so as to achieve the greatest returns and the greatest contributions to the fire service program in relation to dollars expended.
2. Establish a level of funding which shall provide high-quality fire service for the District.
3. Provide timely and appropriate information to staff that has fiscal management responsibilities.
4. Establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors and all other areas of fiscal management.

Adoption Date: September 6, 2005

Chief Signature: _____

FISCAL MANAGEMENT**Budget Preparation and Adoption**

The Chief will prepare the annual budget for consideration and adoption by the Board of Fire Commissioners.

In preparing the annual budget, the Chief shall solicit the opinions of the commissioners and staff members for the purpose of identifying the needs of the District.

The board shall seek to maintain a cash reserve equal to ten (10) percent of its potential annual revenue.

Legal Reference: RCW 52.16.030
RCW 52.16.070

Budget for each fund
Obligations shall not exceed
taxes, revenues and cash
balances

Adoption Date: September 6, 2005

Chief Signature: _____

FISCAL MANAGEMENT

Fiscal Year

The fiscal year shall be from January 1 through December 31.

Adoption Date: September 6, 2005

Chief Signature: _____

FISCAL MANAGEMENT

General Levy

The Board may levy a tax on the assessed value of the real property within the Fire Protection District. The tax levies shall be a part of the general tax roll and shall be collected as a part of the general taxes against the property in the District. The taxes when collected shall be placed in the appropriate District fund or funds as provided by law, and shall be paid out on warrants of the auditor upon authorization of the board.

Legal Reference:	RCW 52.16.040	Tax levies -- Assessment roll -- Collection
	RCW 52.16.130	General levy authorized --
		Limit -- Excess levy at
		special election
	RCW 52.16.140	General levy may exceed limit
		-- When
	RCW 52.30.010	Special elections

Adoption Date: September 6, 2005

Chief Signature: _____

FISCAL MANAGEMENT

Benefit Charge

The Board may impose a benefit charge on personal property and improvements to real property within the District which have or will receive the benefits provided by the Fire District. Personal property includes, but is not limited to goods, chattels, stock in trade, estates or crops. Improvements to real property generally refer to such property as residential buildings, commercial structures, agricultural buildings and other structures affixed to the land.

The board must hold a public hearing setting forth its proposal to impose a benefit charge not less than ten (10) days nor more than six (6) months before any election where the benefit charge is submitted to the voters. A report of the hearing must be filed with the county treasurer and be available for public inspection.

The board shall also hold a public hearing prior to October 15th of each year that the benefit charge is to be imposed. The purpose of the hearing shall be to review and establish the benefit charges to be collected the following year. The resolution imposing the benefit charge shall specify, by legal geographic areas or other specific designations, the charge to apply to each property by location, type or other designation, or other information that is necessary for the proper computations of the benefit charge to be charged to each property. The resolution imposing or changing the benefit charge along with the record of each public hearing shall be filed with the county treasurer before October 31st immediately preceding the year the benefit charges are to be collected.

The benefit charge must be approved by a 60 percent majority of voters of the district at either a general election or a special election called by the District for that purpose. Any election for the benefit charge must be held not more than twelve (12) months prior to the date on which the first charge is to be assessed. A benefit charge approved at an election shall not remain in effect for a period of more than six (6) years nor more than the number of years authorized by the voters if fewer than six (6) years unless subsequently re-approved by the voters. The aggregate amount of the benefit charges may not exceed 60 percent of the operating budget of the District for the year in which the benefit charge is to be collected.

The benefit charge shall be reasonably proportioned to the measurable benefits to property resulting from the services provided by the District. The benefit charge may be apportioned to values of properties as determined by the County Assessor and modified generally in the proportion that fire insurance rates are reduced or entitled to be reduced as a result of the services that

are provided by the district. Other methods of apportionment may be used, including but not limited to:

1. distance from regularly maintained fire protection equipment;
2. level of fire prevention services provided to the properties; and
3. need of the properties for specialized services.

The service may be contested when the property owner believes the charges to be in excess of the measurable benefits to the property.

Between the 15th and the 30th day of November of each year, the board shall form a review board and upon written complaint of an aggrieved property owner may adjust the benefit charge.

The benefit charge shall be collected at the same time, in the same manner, by the same procedure, and with the same penalties attached that general state and county taxes on the same property are collected.

A district imposing the benefit charge shall not impose all or part of the property tax authorized under RCW 52.16.160.

Legal Reference: RCW 52.18

Benefit charges

Adoption Date: September 6, 2005

Chief Signature: _____

FISCAL MANAGEMENT

General Obligation Bonds

The Board of Fire Commissioners shall have authority to contract indebtedness and to refund same for any general District purpose, including expenses of maintenance, operation and administration, and the acquisition of firefighting facilities, and evidence the same by the issuance and sale of general obligation bonds of the District, payable at such time or times not longer than twenty years from the issuing date of the bonds. Such bonds shall be issued and sold in accordance with chapter 39.46 RCW. Such bonds shall not exceed an amount, together with any outstanding nonvoter approved general obligation indebtedness, equal to three-eighths of one percent of the value of the taxable property within the District.

The District is authorized to incur general indebtedness for capital purposes and to issue general obligation bonds not to exceed an amount, together with any outstanding general obligation indebtedness, equal to three-fourths of one percent of the value of the taxable property within such district, and to provide for the retirement thereof by excess property tax levies, when the voters of the District have approved a proposition authorizing such indebtedness and levies by an affirmative vote of three-fifths of those voting on the proposition at such election, at which election the total number of persons voting shall constitute not less than forty percent of the voters in the Fire Protection District who voted at the last preceding general state election. The maximum term of such bonds may not exceed twenty years. Such bonds shall be issued and sold in accordance with chapter 39.46 RCW. Such elections shall be held as provided in RCW 39.36.050.

Legal Reference: RCW 52.16.061
RCW 52.16.080

General obligation bonds --
Issuance -- Limitations
Bonds may be issued for
capital purposes -- Excess
property tax levies

Adoption Date: September 6, 2005
Revision Date: 04/07/2015

Chief Signature: _____

FISCAL MANAGEMENT

Gifts

The Board recognizes that individuals and organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the program(s) of the Fire Protection District.

Any gift to the District of real property can be accepted only by Board of Commissioner's approval. Any gift to the District of money, materials or equipment shall be subject to board approval. In no event shall any commitment be made by a District member or other individual in return for any gift to the District without the Board's authorization. The Board shall not authorize gifts that are inappropriate, which carry with them unsuitable conditions or which shall obligate the District to future expenditures which are out of proportion to the value of the gift. All gifts shall become District property and shall be accepted without obligation relative to use and/or disposal.

The Board of Commissioners may accept gifts, legacies and devices, subject to conditions imposed by the donor if within the powers granted by law to fire protection districts. Unless otherwise specified, the commissioners may expend or use gifted money or property for District purposes as determined by the Board.

Cross Reference: Policy 2443

Solicitation, Endorsement and Gifts

Legal Reference: RCW 52.16.150

Donations and bequests to the District

Adoption Date: September 6, 2005

Revision Date: February 3, 2009

Chief Signature: _____

FISCAL MANAGEMENT

Gifts

Any gift presented to the Fire Protection District shall satisfy the following criteria:

1. Purpose of use consistent with philosophy and programs of the Fire District;
2. Minimum financial obligation to District for installation, maintenance and operation;
3. Free from health and/or safety hazards;
4. No direct or implied commercial endorsement.

Adoption Date: September 6, 2005

Chief Signature: _____

FISCAL MANAGEMENT**Disposal of Surplus Real or Personal Property**

The Board of Fire Commissioners has the authority to sell, transfer, exchange, lease or otherwise dispose of any property, to the state or any municipality or any political subdivision, including the federal government, on such terms and conditions as may be mutually agreed upon, as well as declare real or personal property as surplus or obsolete. Before disposing of property declared surplus or obsolete with an estimated value of more than fifty (50,000) thousand dollars, the Board of Commissioners shall hold a public hearing. At least ten days but not more than twenty-five days prior to the hearing, there shall be published a public notice of reasonable size in display advertising form, setting forth the date, time and place of the hearing at least once in a newspaper of general circulation in the area where the property is located. A news release pertaining to the hearing shall be disseminated among printed and electronic media in the area where the property is located. If real property is involved, the public notice and news release shall identify the property using a description which can easily be understood by the public. If the surplus is real property, the public notice and news release shall also describe the proposed use of the lands involved. Net receipts derived from the sale of real or personal property shall be credited to general funds of the District. Staff and board members are precluded from the purchase of surplus property except through the formal bid process.

Legal Reference: RCW 39.33

Intergovernmental disposition
of property

Adoption Date: September 6, 2005

Chief Signature: _____

FISCAL MANAGEMENT

Contracted Fire Protection Services

The District shall enter into a contract with a school district to provide fire protection services necessary for the protection and safety of personnel and property. The contract will be at the rate established by the Office of Superintendent of Public Instruction. The school district shall be entitled to be reimbursed by the Superintendent of Public Instruction (SPI) for the purchase of such services. Payment to the school district shall be made by the SPI each July as a part of the monthly apportionment allocation. Any money not paid to the fire district reverts back to the SPI.

The District may also enter into agreement with other private and public agencies to provide fire protection to such properties.

Fire protection costs shall be due on the date agreed upon in each signed contract/agreement. Fees not received by the date agreed upon shall be considered delinquent.

Cross Reference: Policy 6170

Uncollected Revenue

Legal Reference: RCW 52.30.020

Property of public agency
included within district --
contracts for services
Fire district allocation

WAC 392-121-460

Adoption Date: September 6, 2005

Revision Date: 04/07/2015

Chief Signature: _____

FISCAL MANAGEMENT**Fire Protection Fees--Bureau of Indian Affairs**

The Board of Fire Commissioners recognizes the need for providing fire protection services within the Indian lands in the Yakima Fire Protection District No. 5. The Board affirms that payment for services to be provided within the Indian lands should be determined on a pro-rata basis with the taxable property within District No. 5. The Board shall strive to pursue a contractual agreement with the Bureau of Indian Affairs.

Adoption Date: September 6, 2005

Chief Signature: _____

FISCAL MANAGEMENT**Fire Suppression Fee Schedule**

The Fire District accepts and adopts the annual fee schedule approved by the Fire Chief's Association for reimbursement on responses to major, hazardous incidents involving commercial business. The rates are established as applicable for all commercial responses. Any deviations must be approved by the Board.

Adoption Date: September 6, 2005

Chief Signature: _____

FISCAL MANAGEMENT**Investment of Funds**

The appointed investment officer(s) is/are authorized to direct and authorize the county or state treasurer to invest District moneys which are not needed for current obligations in any District fund. Such investments shall be made with the objective of producing the greatest return, consistent with prudent practice.

Legal References: RCW 36.29.020

service fee
RCW 39.59

Custodian of moneys--Investment of funds
not required for immediate expenditures,

Public Funds – Authorized Investments

Adoption Date: September 6, 2005

Chief Signature: _____

FISCAL MANAGEMENT**Uncollected Revenue**

The Board will make an effort to collect all revenues due from contracts and/or agreements with any federal, state, local and private sources. Revenues not collected as agreed upon and following notification as outlined in the procedures will be turned over to a collection agency.

The Board of Fire Commissioners will be notified of all delinquencies turned over for collection. All delinquencies considered uncollectible after being turned over to collections can be bad debited by the Board of Fire Commissioners by resolution.

The District may deny any group or individual the use of District facilities in the event that an obligation remains to the District.

Cross Reference: Resolution 81

Adoption Date: 06/07/2005

Chief Signature: _____

FISCAL MANAGEMENT

Uncollected Revenue

Every attempt will be made to collect revenue due to the District arising from agreements and/or contracts. Debts owed will be due on the date specified on the agreement and/or contract. The District will make an effort to send a notice of billing to the holder of any agreement and/or contract, yet failure of notification does not excuse the debt owed. Delinquent debts will be handled in the following manner:

Fire Fees Involving Trust/Tribal Allotments

Upon the District receiving the Fire District Assessment Agreement Provision No. 24 from the Yakama Nation, an annual bill will be mailed to the holder of said fire fee agreement requesting payment. The mailed notice will show a due date equal to forty-five days after mailing. Debt that is left owing after the forty-five days and no agreed upon arrangements have been made to satisfy the debt, will be considered delinquent and said debt will be turned over to the District's collection agency for collection. All pertinent information will be forwarded to the collection agency to assist them in their efforts.

The Yakama Nation Trust Real Estate Services Division will also be notified for cancellation of lease as per agreement. If in the event a notice is returned as undeliverable due to address issues the Yakama Nation will be contacted to verify address(s). If no corrections are noted, said debt will be turned over for collections to the district's collection agency.

If in the event a notice is returned as undeliverable due to holder being deceased, said debt will be turned over for collections to the District's collection agency.

Contract/Agreement

Contract/Agreement debt shall be due on the date specified in the contract/agreement. An annual bill will be mailed to the holder of said contract/agreement requesting payment. The mailed notice will show a due date equal to forty-five days after mailing. Debt that is left owing after the forty-five days and no agreed upon arrangements have been made to satisfy the debt, will be considered delinquent and said debt will be turned over to the District's collection agency for collection. All pertinent information will be forwarded to the collection agency to assist them in their efforts.

A delinquent debt associated with a governmental agency shall be reviewed by the District Chief prior to submitting for collections.

If in the event a notice is returned as undeliverable thru the postal service, said debt will be turned over for collections to the District's collection agency.

Other Charges and Fines

Other charges and fines shall be due forty-five days following mailing of the initial notice. The mailed notice will advise the holder the date the debt is due. Debt that is left owing after the forty-five days and no agreed upon arrangements have been made to satisfy the debt, will be considered delinquent and said debt will be turned over to the District's collection agency for collection. All pertinent information will be forwarded to the collection agency to assist them in their efforts.

A delinquent debt associated with a governmental agency shall be reviewed by the District Chief prior to submitting for collections.

In the event a notice is returned as undeliverable thru the postal service, said debt will be turned over for collections to the District's collection agency.

Adoption Date: 06/07/2005, Revision Date: 05/03/2016

Chief Signature: _____

FISCAL MANAGEMENT**Purchasing: Authorization and Control**

The Chief is authorized to initiate expenditures and purchases not to exceed \$5,000, except that the Chief shall have the authority to make purchases without advance approval when it is necessary to protect the interests of the Fire District or the health and safety of District members. Members who obligate the District without proper prior authorization may be held personally responsible for payment of such obligations. Approval of the commissioners is required for purchases in excess of \$5,000.

Cross Reference: Policy 2300
Policy 6210

Chief
Purchasing Bids & Contracts

Adoption Date: September 6, 2005

Chief Signature: _____

FISCAL MANAGEMENT**Purchasing: Authorization and Control**

The District has established open accounts at several local firms. When purchasing a supply item through an "open account," the staff member after completing the transaction must submit the invoice to the Administrative Secretary. The invoice must be signed to acknowledge that the item has been received and is a true and just claim against the District.

Approved purchase orders are necessary to make purchases at other vendors. The purchase order shall show the name of the item and estimated price. Purchase orders may be approved by the Chief or his/her designee. A signed packing slip or receipt must be submitted acknowledging that the item has been received.

Adoption Date: September 6, 2005

Chief Signature: _____

FISCAL MANAGEMENT

Purchasing:

Yakima County Fire District No. 5 will acquire equipment, materials and services in a manner that results in the most efficient delivery of services considering cost and value received.

To avoid conflict of interest, procurements will be impartial. Procurement of goods and services will provide the District with the best quality for the best value. Purchases will be made within budget limits. Potential purchases that are not within budget limits will be pre-approved through a budget amendment. All District purchases will ultimately be approved by the Board of Fire Commissioners through the voucher approval process.

The District will ensure that public purchases and contracts are open, fair, and at the least cost to the public for the best product.

The District reserves the right to reject any or all bids, waive any formalities and make the award in the District's best interest.

Cross Reference:	Policy 2300	Personnel
	Policy 6200	Fiscal Management
	Resolution 345	Small Works Roster Resolution
	Resolution 361	Vendors List Resolution
Legal Reference:	RCW 39.04	Public Works
	RCW 52.14.110	Purchases and Public Works
		--Competitive Bid Required
	RCW 52.14.120	Purchases and Public Works
		-- Competitive Bidding Procedures

Adoption Date: September 6, 2005 Revision Date: May 1, 2012

Chief Signature: _____

FISCAL MANAGEMENT

Purchasing

The acquisition of equipment, materials or supplies and other personal property by the District and the procurement of contracts for the construction of public works require compliance with specific competitive bidding statutes. The bid laws were established to insure that products, goods and services are purchased at the least cost to taxpayers, to remove the negative consequences associated with favoritism and to prevent fraud. The following procedures shall be followed for the procurement of equipment, materials, supplies, and for public works projects.

1. Procurement of Materials, Supplies or Equipment

- A. Purchases of materials, supplies, and/or equipment with an estimated cost of less than \$5,000 may be made by the District Chief without Board approval.
- B. Purchases of materials, supplies, and/or equipment with an estimated cost of more than \$5,000 and less than \$10,000, there are No Statutory Requirements. Approval from the Board of Fire Commissioners is required prior to purchase, unless the purchase was approved as part of the current year's budget.
- C. Purchases of materials, supplies, and/or equipment with an estimated cost of more than \$10,000 and not more than \$50,000 require written or e mail quotes from a minimum of three vendors, unless the item(s) are from a sole source vendor. Approval from the Board of Fire Commissioners is required prior to purchase, unless the purchase was approved as part of the current year's budget.
- D. Purchases of materials, supplies, and/or equipment with an estimated cost of more than \$50,000 must be bid competitively per RCW 52.14.110 and 52.14.120. Approval from the Board of Fire Commissioners is required prior to purchase, unless the purchase was approved as part of the current year's budget.

2. Public Works Contracts

- A. Public works where the estimated cost will not exceed \$20,000 may be made without competitive bidding while still maintaining compliance with Prevailing Wage requirements. Prior approval of the Board is **not required**.
- B. Public works where the estimated cost is between \$20,000 and \$300,000 must be competitively bid, unless the use of the District's Small Works Roster is allowed. Approval of the Board of Fire Commissioners is required prior to awarding of a contract, unless the project was approved as part of the current year's budget.

2. Public Works Contracts (continued)

- C. Public works where the estimated cost is less than \$35,000 the Board may approve using the simplified process of the District's Small Works Roster as outlined in RCW 39.04.155(3). Approval of the Board of Fire Commissioners is required prior to awarding of a contract, unless the project was approved as part of the current year's budget.
- D. Public works over \$300,000 require the Formal Sealed Bid Procedure. Approval of the Board of Fire Commissioners is required prior to awarding of a contract.
- E. Any bidder on a public works projects shall provide a notarized statement agreeing to comply with prevailing wage and affirmative action requirements regardless of contract amount and shall provide a performance bond for any projects over \$5,000.

Dollar-value ranges indicated above pertain to each purchase (including tax, if applicable). Purchases cannot be broken into multiple purchases to avoid compliance with State statutes and District policies.

A public works involving three or more specialty contractors requires that the District retain the services of a general contractor as defined in RCW 18.27.010.

3. Request for Services

- A. Services for an Architectural and/or Engineering Services may be acquired through an RFQ/RFP as outlined in RCW 39.80. Approval of the Board of Fire Commissioners is required when calling for the services of an architect and/or engineer.
- B. Services for non-architectural or engineering services are not subject to the statutory competitive bid requirements.

4. Bidding Requirements

Calling for Competitive Bid Requirements

- A. Request to the Board of Fire Commissioners for authorization to call for bids.
- B. Publication of Notice: The notice of the call for bids must be published once in a legal newspaper of general circulation and must occur at least thirteen (13) days before the last day that bids may be submitted. If no bids are received on the first call, the Board of Fire Commissioners may re-advertise and make a second call, or may enter into a contract without further call.

Calling for Competitive Bid Requirements(continued)

C. Contents of Notice: Notice (or advertisement) for bids should contain definite specifications and procedures for bidders to use to estimate their bids. At a minimum, a bid notice for public works should include:

- Project title
- Nature and scope of work
- Where contract documents (plans and specifications) can be reviewed or obtained.
- Cost to obtain a set of contract documents if applicable.
- Place, date and time that bids are due.
- Statements that a notarized statement agreeing to comply with prevailing wage and affirmative action requirements is required.
- Statement that a performance bond must accompany the bid (if applicable).
- Statement that all current statutes governing public works apply.
- Statement that the District retains the right to reject any and all bids and to waive minor irregularities in the bidding process.

D. Bid Opening

Bids are submitted to the District Headquarters Station where they are time and date stamped. Opening of bids will occur at the designated scheduled Board meeting and processed.

E. Report on Bid

The Chief will report to the Board of Fire Commissioners on all bids received.

F. Board of Fire Commissioners approval

The District Chief will make a recommendation to the Board of Fire Commissioners for final bid award at the next scheduled Board meeting preceding the bid opening. The Board can waive this procedure when additional time is needed.

The following shall apply to bid solicitation:

- Selection of a winning offer is based primarily on low bid. Quality and expertise, however, are a consideration.
- If any changes are made in the specifications after the scheduled bid opening, the District must again go through the bidding procedure to include changes.

Calling for Competitive Bid Requirements(continued)

If the low bidder claims error and refuses to contract with the District, the bidder is prohibited by RCW 52.14.130 from bidding on the project if the District makes a subsequent call for bids.

RCW 39.04.105 provides that if a bidder files a written protest regarding the procedure used by the District no later than two business days after the bid opening, the District may not execute a contract for the project with anyone but the protesting bidder without first providing at least two full business days written notice of the District's intent to execute a contract.

In establishing the lowest responsible bidder for both public works and equipment purchases, the District will consider the following elements:

- The ability, capacity and skill of the bidder to perform the contract or provide the service required;
- The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- Whether the bidder can perform the contract within the time specified;
- The quality of performance of previous contracts or services;
- The previous and existing compliance by the bidder with laws relating to the contract or services;
- Such other information as may be secured having a bearing on the decision to award the contract.

Formal written contracts shall be prepared for all major construction and repair projects. Such contracts shall be signed by the Chairman of the Board of Fire Commissioners or the Chairman's designee on behalf of the District after the contracts have been awarded by a majority vote of the Board of Fire Commissioners with action recorded in the minutes of the board meeting. All contracts shall provide that, in the event of a suit by the District to enforce the terms of the contract, venue for the suit shall be filed in the county in which the District is located and that, if the District is successful in the suit, the court may order reimbursement of the District's attorney's fees and court costs in such amount as the court deems reasonable.

Bid and purchasing procedures may be waived under RCW 39.04.280 for the following:

- The Board of Fire Commissioners declares an emergency.
- Purchasing is clearly limited to a sole source supply.
- Purchases involving special facilities or market conditions.
- Purchases of Electronic Data Processing and/or Telecommunications.

The waiver of bid and purchasing procedures must be approved by the Board of Fire Commissioners and recorded in the minutes.

5. Small Works Roster

The Small Works Roster allows the District to evaluate the professional qualifications it has on file when a proposed project is scheduled. It may be used for public works projects valued between \$20,000 and \$300,000.

Use of the Small Works Roster allows the District to preclude the advertisement requirements of the formal competitive bid process. All other bidding requirements are the same.

The following steps outline the process to form and utilize a Small Works Roster:

- Yearly, the District will publish in a general circulation newspaper the existence of the Small Works Roster.
- All qualified, licensed, or registered contractors will be invited to be on the Roster.
- The Roster may be either a single list or several lists of contractors based on construction discipline or project type.

At such time as the District determines to contract for a public works project within the authorized price limitations, the District shall contact not less than five contractors on the applicable Roster, provided the Roster contains names of five or more contractors, and obtain written or telephone quotations for the construction required. The request for the quotations shall designate the estimated scope and nature of the work to be performed and the materials and equipment to be furnished. If the estimated cost of the project exceeds \$100,000 and the District solicits quotations from less than all the appropriate contractors on the Roster, the District shall provide notice to the remaining contractors by publication, mailing the notice or sending notice by fax or other electronic means.

The District shall maintain a record of the quotations received for a period of three years. The record shall be open to public inspection and available by telephone inquiry.

The District shall award constructions contracts to the lowest responsible bidder as defined in RCW 43.19.1911 after consideration of the following:

- The ability, capacity and skill of the bidder to perform the contract or provide the service required;
- The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- Whether the bidder can perform the contract within the time specified;
- The quality of performance of previous contracts or services;
- The previous and existing compliance by the bidder with laws relating to the contract or services;

5. Small Works Roster (continued)

- Such other information as may be secured having a bearing on the decision to award the contract.

The District shall post a list of the contracts awarded at least once every two months. The list shall contain the name of the contractor awarded the contract, the amount of the contract, a brief description of the type of work performed together with the date the contract was awarded. The list shall state that the bid quotations are available for public inspections at the headquarters station.

Vendor/contractors selected off the Small Works Roster are not relieved from observing applicable legal requirements such as Performance Bonds, Prevailing Wages, Labor and Materials Bonding, etc..

6. Vendors List

The Vendors List allows the District to awards contracts for the purchase of any materials, equipment, supplies, or services in lieu of the requirements for formal competitive bidding for purchases greater than \$10,000 but less than \$50,000.

The following steps outline the process to form and utilize a Vendors List.

- A. The District will advertise twice each year for solicitation of vendors for equipment and/or supplies and the list shall be updated accordingly.
- B. The District shall contact a minimum of three vendors from the list and request a quotation from each. All requests for quotations shall be sent in writing or via fax, e-mail or regular mail and a copy of the request shall be filed. If there is not three vendors on the list the District shall attempt to locate other vendors that supply the product and request a quotation from them.
- C. Approval of the Board of Fire Commissioners is required for all purchases without the minimum of two quotations.
- D. All quotations, to be considered, must be submitted in writing via fax, e-mail, or regular mail.
- E. A file shall be kept on each purchase using the vendor list process. The file shall include all the written requests for quotations and the vendor's quotation received by the District. The vendor chosen shall be identified in the file.

6. Vendors List (continued)

- F. The District will maintain a record of the quotation received for a period of three years. The records shall be open to public inspection and available by telephone inquiry.
- G. The District shall purchase from the vendor with the lowest price unless the Board of Fire Commissioners approves a request to purchase from a different vendor or there was “best value” criteria included in the bid specification.

7. Sole Source Procurement

If, after conducting a good faith review of available resources, the District Chief determines that there is only one source of the required materials, supplies, or equipment, a purchase contract may be awarded without complying with established bid requirements. The District Chief will request approval from the Board of Fire Commissioners for a sole source procurement and conduct price, terms, and delivery negotiations, as appropriate.

8. Special Market Conditions

The Board of Fire Commissioners may consider waiving established bidding requirements if an opportunity arises to purchase favorably-priced equipment at an auction, or supplies or used goods that will be sold before the District can conduct the bid process.

9. Emergencies

In case of an emergency that threatens District property or the safety of citizens and/or District members, the District Chief or designee can waive bid requirements to purchase goods, materials, or services to stabilize the emergency condition. A resolution will be adopted at the next scheduled Board meeting certifying the emergency situation existed.

10. Purchases from other Governmental Agencies

The District may purchase equipment, supplies, materials, and other property from the federal government without complying with the statutory bidding requirements. Purchases of any supplies, equipment or materials at public auctions conducted by the United States Government or its agencies, State of Washington agencies, municipalities or private parties may be done without being subject to bidding requirements if it can be obtained at a competitive price. RCW 39.33 outlines the requirements of the Intergovernmental Disposition of Property Act, which provides for the transfer of property between governmental entities.

FISCAL MANAGEMENT**Petty Cash Account**

The board of fire commissioners authorizes the establishing of a revolving Petty Cash Fund to reimburse employees for minor expenses that are either incurred or purchased for official District business. The Petty Cash Fund is a sum of money totaling \$1,000 set aside for minor disbursement for which the issuance of a formal voucher would be time consuming, costly and impractical.

Incidental expenses allowed through petty cash include but not limited to: Registered mail, postage, licensing fees, emergency supplies, cleaning supplies, refreshments and one time-purchases to be handled on a cash basis.

The Petty Cash Fund may not be used for personal cash advances even if secured by check or other I.O.U.

The Petty Cash Fund will be the responsibility of the named Petty Cash Fund custodian.

Cross Reference: Resolution 296
 Resolution 353
 Resolution 394

Legal Reference: RCW 42.26

Adoption Date: July 5, 2016

Chief Signature: _____

FISCAL MANAGEMENT

Petty Cash Account

1. Petty Cash Account Authorization

- The establishment of a Petty Cash Account must be authorized by the board of fire commissioners and memorialized in a resolution. All subsequent increases or decreases in the petty cash amount will require an updated resolution describing such action.
- The Chief shall appoint one custodian for the petty cash account and said custodian shall be memorialized in a resolution. Any subsequent changes in the custodian will require an updated resolution describing such changes. Whenever the individual appointed as custodian is terminated, the fund must be replenished and the fund amount turned over to another disbursing officer.
- Monthly, prior to reconciliation of the account the custodian shall have the petty cash account audited by an auditing officer of the District who is independent of invoice processing, check signing, general accounting and cash receipts functions.
- The authorized balance shall not exceed one month's salary or the surety bond covering the custodian.
- On a monthly basis, the fund shall be reconciled to the authorized balance and to the actual balance per bank statements or a count of cash on hand. The warrant will be made payable to "Fire Protection District #5 Petty Cash Fund Custodian". Immediately after cashing the warrant, the custodian will replenish the petty cash fund, verify that cash equals the authorized amount, and receive secondary verification by another District auditing officer.
- The petty cash funds shall be kept in a secure place, such as a locked drawer or box in a locked filing cabinet.
- Whenever disbursements are made, the fund shall be replenished at least monthly by warrant. The replenishment shall be subject to the same review and approval as processed invoices.

2. Authorized Uses of Petty Cash

- Authorized uses of petty cash include but are not limited to:
 - Local market purchases of supplies, materials and minor repairs, provided that the:
 - Purchase is within the limitations prescribed by District policy for purchase authorization, and
 - The issuance of a formal voucher or use of District credit card would be time consuming, costly and/or impractical.
- Rail, common carrier, bus charges and the like, where carriers require payment at the time of delivery.
- Postage due on mail when it can be determined that the District will benefit from accepting delivery.

Authorized Uses of Petty Cash (continued)

- Other approved purchases for District operational support in emergency situations.
- Travel advances to District employees, when the need for an advance cannot be anticipated in time to use regular travel procedures.
- Authorized expenses approved by the Chief for official District business before the expense has been incurred.

3. Unauthorized Uses of Petty Cash

- Cashing personal and/or payroll checks, warrants, or notes of personal indebtedness.
- Advances of an employee's payroll.
- Reimbursing any travel expenses (e.g. parking fees, private vehicle mileage).
- Personal cash advances, loans, or expenditures.

4. Disbursements

- All disbursements will be documented and supported by receipts or vouchers bearing the payee's signature. (in special circumstances when a receipt is not available, reimbursement for expenses incurred may be approved by the Chief)
- A petty cash slip, including the employee's name, purchased item(s) and purchase amount will be filled out prior to disbursement.
- The petty cash custodian will verify the information on the receipt against the requested amount of cash before fulfilling the reimbursement request.
- To insure a proper audit trail, a petty cash fund log will be kept with the fund, which will include:
 - Date of Transaction,
 - Receipt number,
 - Beginning balance,
 - Receipts,
 - Withdrawals, and
 - Ending balance

5. Reconciliation

- The custodian will reconcile the petty cash account each month prior to requesting a warrant for the account.
- Someone other than the petty cash custodian will also reconcile the petty cash account each month prior to requesting a warrant for the account.
- The total cash in the petty cash account, less outstanding funds, plus the amount in the petty cash funds and the amount of unreimbursed disbursements represented by documentation, will equal the authorized amount of the petty cash account.

Adoption Date: July 5, 2016

Chief Signature: _____

FISCAL MANAGEMENT**Cash & EFT Receipting**

This policy is to identify the means by which the District accounts for fees, contributions, and other forms of revenues that are received by Yakima County Fire District #5. This policy ensures personal and organizational accountability, defines segregation of duties, and demonstrates fiscal responsibility when managing public funds entrusted to the District's care.

Legal References: RCW 39.58.750
 RCW 43.09.240

Adoption Date: July 5, 2016

Chief Signature: _____

FISCAL MANAGEMENT

Cash & EFT Receipting

1. The Auditing Officers and or Administrative Assistant personnel are responsible for receiving payments, making deposits and reconciling District records to the Yakima County Treasurer's reports.

Receipt Forms

1. Receipting of cash, checks, money orders, etc. are to be recorded on pre-numbered receipt book.
2. Receipt forms must include the following information:
Name of payee.
Amount received.
Mode of payment (cash, check, or other)
Purpose of payment.
Name of employee receipting the funds.
3. A receipt shall never be thrown away. In the event that a receipt must be voided, the original and any copies of that receipt must be retained in the receipt book.

Receipting Procedures

1. As designated by the Fire Chief, Auditing Officers and or Administrative Assistant personnel shall accept and receipt funds.
2. All checks must be restrictively endorsed *For Deposit Only* immediately upon receipt.
3. The top (white) copy of the receipt is given to the payee. In the event that the payee does not want their original receipt, it is then retained with the deposit backup documentation, if the payee wants their receipt then a copy of the original is made for the backup documentation.

Deposits

1. The Yakima County Treasurer's Office acts as the District's "bank". Pursuant to RCW 43.09.240, all monies should be deposited at the County Treasurer's Office within a 24-hour period, at the County Treasurer's discretion an exception can be granted.
 - Due to the proximity of the County Courthouse in Yakima, Yakima County Fire District #5 utilizes Key Bank in Zillah WA for the remote deposit.
 - Deposits being held for one day, the deposit will be secured in a locked cabinet only accessible by the Auditing Officers and the Fire Chief.
 - A Treasurer's Deposit Receipt will be generated from the County Treasurer's Office once the deposit has been made.

- The Auditing Officers and or Administrative Assistant personnel will insure deposits balance to the District's receipt book and internal accounting software.

Electronic Fund Transfers (EFT) Procedures

1. EFT's are received directly through the Yakima County Treasurer's Office.
 - The District will notify the County Treasurer's Office of a pending deposit.
 - Once the deposit is received, the County Treasurer's Office will advise the District and record it into the District fund.
 - The Auditing Officers and or Administrative Assistant personnel will insure deposits balance to the District's receipt book and internal accounting software.

Reconciliations

1. At month-end, the Yakima County Treasurer's Office cash reports will be reconciled against the internal accounting software reports. This reconciliation insures that all deposits provided to the Treasurer's Office have been properly recorded in the District's funds and that all ending fund balances are correct.

Internal Controls

1. The following internal controls enable Yakima County Fire District #5 to properly account for and safeguard cash receipts.
 - Funds received by check, cash, money orders, etc. are immediately receipted and recorded by Auditing Officer's and or Administrative Assistant personnel on receipt forms.
 - Receipt is forwarded to the Auditing Officers and or Administrative Assistant personnel from the remote deposit at the Yakima County Treasurer's Office.
 - A monthly bank reconciliation is performed.
 - Deposits and receipts of funds are made available to the Board of Fire Commissioners.

Adoption Date: July 5, 2016

Chief Signature: _____

FISCAL MANAGEMENT

Voucher Certification and Approval

Expenditures shall be made on District voucher forms. Before vouchers are submitted to the Board for payment, they shall be audited and certified by the Chief or his/her designee for accuracy and proof that the goods or services have been received and are satisfactory and that previous payment has not been made. The certification must be signed and dated by the Chief or his/her designee. Vouchers shall be approved by the signing of the Monthly Blanket Voucher by a majority of the Board.

Legal Reference: RCW 42.24.080

Municipal corporations and
political subdivisions --
Auditing and payment --
Authentication and
certification

RCW 42.24.180

Taxing District -- Issuance
of warrants or checks before
approval by legislative body
-- Conditions

State Auditor's Bulletin #301-III(F) Voucher certification and approval

Adoption Date: September 6, 2005

Chief Signature: _____

FISCAL MANAGEMENT

System of Accounts and Funds

The District shall establish the following funds:

1. Expense fund
2. Reserve fund
3. Local improvement district funds
4. General obligation bond fund; and
5. Such other funds as the board of commissioners of the district may establish.

Taxes levied for administrative, operative, and maintenance purposes and for the purchase of fire fighting and emergency medical equipment and apparatus and for the purchase of real property, when collected, and proceeds from the sale of general obligation bonds shall be placed by the County Treasurer in the proper fund. Taxes levied for the payment of general obligation bonds and interest thereon, when collected, shall be placed by the County Treasurer in the general obligation bond fund. The Board of Fire Commissioners may include in its annual budget items of possible outlay to be provided for and held in reserve for any District purpose, and taxes shall be levied therefore. Such taxes, when collected, shall be placed by the County Treasurer in the reserve fund. The reserve fund, or any part of it, may be transferred by the County Treasurer to other funds of the district at any time by order of the board. Special assessments levied against the lands in any improvement district within the District, when collected, shall be placed by the County Treasurer in the local improvement district fund for the local improvement district.

Cross Reference: Policy 2742

Advance Travel Fund

Legal Reference: RCW 52.16.020

Funds

Adoption Date: September 6, 2005

Chief Signature: _____

FISCAL MANAGEMENT**Monthly Financial Report**

The County Treasurer shall pay out money received for the account of the District on warrants issued by the County Auditor against the proper funds of the District. The warrants shall be issued on vouchers approved and signed by a majority of the board and by the secretary. The County Treasurer may also pay general obligation bonds and the accrued interest thereon in accordance with their terms from the general obligation bond fund when interest or principal payments become due. The County Treasurer shall report in writing monthly to the secretary the amount of money held by the county in each fund and the amounts of receipts and disbursements for each fund during the preceding month.

Legal Reference: RCW 52.16.050

Disbursal of funds -- Monthly reports

Adoption Date: September 6, 2005

Chief Signature: _____

FISCAL MANAGEMENT**Audits**

The financial accounting records of the District shall be subject to periodic audit by a state examiner. Upon completion of the audit, a report of the examiner's findings shall be submitted to the Board.

Legal Reference: RCW 43.09.260
Examination of Local Government

Local Government Accounting –

Adoption Date: September 6, 2005

Chief Signature: _____