

**SILVER LAKE WATER AND SEWER DISTRICT  
SNOHOMISH COUNTY, WASHINGTON  
RESOLUTION NO. 770**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SILVER  
LAKE WATER AND SEWER DISTRICT, SNOHOMISH COUNTY,  
WASHINGTON, ADOPTING FINANCIAL MANAGEMENT POLICIES,  
AMENDING RESOLUTION NO. 369, AND REPEALING RESOLUTION NO.  
722.**

**WHEREAS**, RCW 57.08.005 provides certain powers to the Silver Lake Water and Sewer District's Board of Commissioners ("District") including the authority to construct, acquire, operate and maintain systems of water supply, wastewater collection, transmission and treatment, drainage systems and street lighting systems, and the authority to fix and collect rates and charges to provide for such systems; the authority to contract with individuals, associations and corporations, the State of Washington, and the United States; to employ such persons as are needed to carry out the District's purposes and fix salaries and any bond requirements for those employees; to contract for the provision of engineering, legal, and other professional services as in the Board of Commissioner's discretion is necessary in carrying out their duties; to loan and borrow funds and to issue bonds and instruments evidencing indebtedness under Chapter 57.20 RCW and other applicable laws; to transfer funds, real or personal property, property interests, or services subject to RCW 57.08.015; and

**WHEREAS**, RCW 57.20.165 authorizes the District to deposit District money in any account, which may be interest-bearing, subject to such requirements and conditions as may be prescribed by the State Auditor; the account shall be in the name of the District except upon request by the treasurer; the accounts shall be in the name of the (name of county) County Treasurer; the treasurer may instruct the financial institution holding the deposits to transfer them to the treasurer at such times as the treasurer may deem appropriate, consistent with regulations governing and policies of the financial institution; and

**WHEREAS**, the District's Board of Commissioners finds that credit/purchasing card purchases and on-line banking services are more efficient and provide better tracking of transactions than petty cash or a travel advance fund; and

**WHEREAS**, the Washington State Auditor has recommended the District adopt certain travel and hotel policies; and

**WHEREAS**, the State of Washington Travel Policy, Section 10.10.35, establishes that the health and safety of travelers is a priority in the conduct of travel related activities; and

**WHEREAS**, the State of Washington Travel Policy, Section 10.30.20 a (4), establishes when a traveler attends a meeting, conference, convention, or training session, where the traveler is expected to have business interaction with other participants in addition to

scheduled events. Further, it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facilities where the meeting, conference, convention, or training session is held near "related activities" such locations shall be exempted from maximum allowable lodging rates; and

**WHEREAS**, the District's Board of Commissioners adopted Resolution No. 369 on January 27, 1982 which Section (3) established a tipping level of ten percent (10%); and

**WHEREAS**, the District's Board of Commissioners adopted Resolution No. 722 on March 10, 2016 which established the District's Financial Management Policies; and

**WHEREAS**, the District's Board of Commissioners finds that the adoption of certain Financial Management Policies that govern the use of credit/purchasing cards, on-line banking services, and impressed (working) funds to authorize their use and limitation to business of the District, will provide clear guidelines to staff and better protect District resources; now, therefore,

**BE IT RESOLVED**, by the Board of Commissioners of the Silver Lake Water and Sewer District, Snohomish County, Washington as follows:

1. **FINDINGS:** The Commissioners adopt, as findings, the preceding recitals to this Resolution.
2. **ADOPTION OF FINANCIAL MANAGEMENT POLICIES:** The Financial Management Policies contained in Attachment "A" are hereby adopted.
3. **SEVERABILITY:** Should any part or provision of this resolution be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the resolution as a whole, or any part thereof other than the part declared to be invalid.
4. **EFFECTIVE DATE/REPEALER:** The provisions of this resolution shall be effective January 10, 2019. Resolution No. 369 is amended and Resolution No. 722 is hereby repealed.

**ADOPTED** by the Board of Commissioners, at a regular meeting of the Silver Lake Water & Sewer District, Snohomish County, Washington this 10<sup>th</sup> day of January, 2019.

  
\_\_\_\_\_  
President and Commissioner

  
\_\_\_\_\_  
Secretary and Commissioner

  
\_\_\_\_\_  
Commissioner

I CERTIFY the above to be a true and correct copy of Resolution No. 770 adopted by the Board of Commissioners of the Silver Lake Water & Sewer District, this \_\_\_\_\_ day of January, 2019, as said Resolution appears in the records of the Silver Lake Water & Sewer District.

  
Secretary of the Silver Lake Water & Sewer District Board of Commissioners

## **Financial Management Policies**

### **A. FINANCIAL ACCOUNTS AND PAYMENT TRANSACTIONS**

- A-1. The General Manager is authorized to open two deposit (Concentration/Cash) accounts, one Checking Account (Revolving), and one Money Market Interest Account in the name of and for the benefit of the District.
- A-2. The District may also have one deposit account maintained by the Snohomish County Treasurer to receive ULID assessments and settle other District related transactions.
- A-3. To account and segregate funds for Public Works contract retainage or other fiduciary funds as required by law or approved by action of the Board of Commissioners, the General Manager may open other short or fixed term deposit accounts in the name of and for the benefit of the District.
- A-4. The General Manager is authorized to establish credit/purchasing card processing accounts with third party agents in the name of and for the benefit of the District.
- A-5. All funds received and retained by the District shall be kept on deposit with a Washington State Public Depository, in approved working funds accounts, or with the Snohomish County Treasurer.
- A-6. All District funds received shall be deposited within one business day of receipt.
- A-7. The District shall provide a numerically sequential receipt or a unique transaction batch number for all financial transactions.
- A-8. The General Manager is authorized to create up to three District Customer Service Cash Drawers, each with a balance of \$200.00 of working funds.
- A-9. Each Customer Service Cash Drawer shall balance and deposit funds daily. Any out-of-balance conditions (Cash Over/Short) shall be reported to the Finance Manager, reviewed, and posted.
- A-10. Customer transactions and/or payments received after 2:00 p.m. of each business day may be credited on the next business day as part of the daily closing process for Customer Service Cash Drawers.
- A-11. Revolving fund checks are limited to the purchase of minor office supplies, small tools and equipment; other de minis operating expenses, postage, credit/purchasing card payments, customer account refunds, and other one-time payments approved by the Board of Commissioners.
- A-12. All Revolving Fund checks must be provided to the Board of Commissioners at their next business meeting for review and approval.

- A-13. The District's Finance Manager, or designee, is authorized to transfer funds from the Deposit Account to the Revolving Account to cover accounts payable and payroll expenses.
- A-14. The Board of Commissioners shall be presented all Revolving Checks and Accounts Payable Checks issued on behalf of the District at its regular scheduled meeting for review and approval. The report of checks and warrants shall include the check sequence number, the date of issue, the vendor, a description of the goods or services purchased, the amount of the invoice, and the amount of the check.
- A-15. If the Board of Commissioners disapproves any pre-issued check, the disapproved check shall be recognized as a receivable of the District, and collections of said receivable shall be diligently pursued until the amounts disapproved are collected or until the Board subsequently approves the expense.
- A-16. All District Revolving Checks and Accounts Payable Checks shall be supported by detailed receipts or invoices and reviewed and approved by authorized District personnel.
- A-17. The General Manager shall have the authority to designate District personnel to review and approve invoices for payment.
- A-18. The General Manager shall have the authority to designate District personnel to sign checks and perform on-line banking transactions.
- A-19. The Finance Manager shall review all checks, prior to issue, to ensure proper supporting documentation and general ledger account coding.
- A-20. The General Manager is authorized to issue a credit/purchasing card in the name of a specific District employee. The Finance Manager shall not be issued a credit/purchasing card under their name.
- A-21. The General Manager is authorized to issue four general purpose credit/purchasing cards: Travel Card "A", Travel Card "B", Travel Card "C", and Standby Duty. The Standby Duty purchasing credit/purchasing card may be issued to the District employee serving on Standby Duty. Travel Cards "A", "B" and "C" shall be retained in the District's safe and issued as needed to employees or Commissioners. The Finance Manager may be issued a Travel Card for specific business purposes by the General Manager or designee.
- A-22. The total credit balance for the District's credit/purchasing cards shall not exceed \$65,000. The General Manager, or designee, shall have the authority to transfer credit limits between District credit/purchasing cards.
- A-23. Purchases on District credit/purchasing cards are limited to District business related expenses. No cash advances or personal charges are allowed on District credit/purchasing cards.

- A-24. All purchases on District credit/purchasing cards shall be supported by detailed source receipts. A detailed source receipt is a receipt that shows the item(s) purchased at the purchase location, and the amount charged. A charge slip, or the signing charge slip that only shows the charge amount, is not a detailed receipt. It is the responsibility of the District employee to receive and retain a detailed source receipt.
- A-25. Prior to the closing cycle of the credit/purchasing card billing, or no longer than twenty days, an employee issued a District credit/purchasing card for travel shall submit a fully itemized travel expense voucher including detailed source receipts. Any charges not properly identified shall be paid by the employee to the District or the issuing bank.
- A-26. If any District credit/purchasing card charges are disallowed by the Finance Manager, General Manager, or the Board of Commissioners, the District shall have the right to withhold the disallowed amount from the wages of the individual who incurred the disallowed charges, including any interest and late charges.
- A-27. An employee that uses a District credit/purchasing card in violation of these policies may be disciplined up to and including termination.
- A-28. Use of a District credit/purchasing by an employee or Commissioner while disallowed charges incurred by such employee or Commissioner are outstanding is prohibited.
- A-29. The General Manager and Finance Manager shall have the authority to revoke any issued District credit/purchasing card.
- A-30. Cash or travel mileage rewards that directly accrued to any District credit/purchasing card or reward payments are the property of the District and shall be deposited by the District or, in the case of travel mileage, used by the District for business related travel of District Commissioners and employees.
- A-31. If the District does not have a cash or travel mileage reward program for District credit/purchasing cards or with a specific vendor; then an employee may use their personal travel or rewards account number under the following conditions:
- a.) There is no increased cost to the District associated with the use of the employee's personal travel or rewards account number;
  - b.) The value of the reward or points is deminis and not in the form of cash, a gift card, merchandise, or other tangible property;
  - b.) For airlines and hotel rewards, employees must disclose the use of their airline and hotel rewards program and provide documentation that the selection of the specific hotel or airline did not increase the District's costs;
  - c.) For all other reward programs, employees must disclose the use of their rewards program, confirm the District does not have a rewards program with that retailer or online vendor, and document the cost savings to the District;
  - d.) Any additional costs associated with an employee's use of their personal rewards account are not a District expense and are the responsibility of the employee;
  - e.) The General Manager may review and approve special circumstances that may arise related to airline and lodging during travel.

**B. TRAVEL AND LODGING**

B-1. The Board of Commissioners or General Manager shall have the authority to approve Commissioner and/or employee travel for meetings, training sessions, or conferences that meet the business needs of the District.

B-2. The safety of the traveler will be a priority when planning transportation and lodging. The General Manager, or designee shall have the authority to consider location, the weather forecast, time of the year (season), number of travelers, knowledge of the surrounding area, medical conditions, geographical commute boundaries, number of days of travel work responsibilities, and other factors when planning transportation and lodging.

- B-3. For the purposes of securing lodging accommodations for meetings, conferences and training sessions, the hotel listed as the “conference”, “meeting”, or “training session” hotel shall be considered reasonable. In addition, other hotels located in close proximity, within 10 miles of the “conference” hotel shall be considered reasonable as long as their rates are within 150% of the “conference”, “meeting”, or “training session” hotel. The General Manager shall have the authority to exceed the 150% limit for late reservations or overbooking challenges.
- B-4. The General Manager, or designee, shall review and approve all travel related expenses; whether reimbursed directly to the traveler, paid by District credit/purchasing card, or paid by an invoice submitted to the District.
- B-5. All traveler related expenses, including lodging invoices, shall be supported by detailed receipts that include the dates of service, a description of the transactions, and the amount charged.
- B-6. The General Manager or designee shall have the authority to request a detailed invoice from any vendor submitting or requesting payment for a travel related expense. If the vendor will not provide a detailed invoice, the charge will be disallowed and the specific employee incurring the expense may be liable for the charge.
- B-7. Alcohol, entertainment, gym fees, and other personal type expenses are not a District business expense.
- B-8. Reasonable incidental transportation expense to travel for meals and conference related events are a District business expense.
- B-9. Reasonable “tip” for meals and transportation services, not exceeding twenty percent (20%) of the charged meal or service, are a District related expense.

**C. MONEY MARKET AND WASHINGTON STATE LOCAL GOVERNMENT INVESTMENT POOL (LGIP)**

- C-1. The District’s General Manager shall be the District’s “Authorized Individual” with the authority to authorize all amendments, changes, or alterations, including the designation of other individuals to make contributions, withdrawals, and obtain account information with the LGIP.
- C-2. The District’s Finance Manager, or designee, is authorized to transfer funds between the Deposit Account, the Revolving Account, the Money Market Account, and the Washington State Treasurer Local Government Investment Pool.
- C-3. The Finance Manager shall report to the Board of Commissioners the District’s cash and investment balances quarterly.