Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 6.1.03

2. SUBJECT: ***District Bank Accounts***

3. POLICY: The District maintains several bank accounts. These accounts shall be maintained as described in this Policy and Procedure.

4. SCOPE: This Policy and Procedure is applicable to the District Fire Chief or designee as well as District personnel.

5. RESPONSIBILITIES:

   A. The District Fire Chief or designee shall be responsible for enforcing the provisions of this Policy and Procedure.

6. PROCEDURE:

   A. The District shall maintain the following bank accounts at local banks:

      1. Washington Trust Bank account- This fund shall be maintained in the amount of $3,050.00.
         a) Washington Trust Bank account authorized signers are the: District Fire Chief or designee.
         b) Incidentals/Reimbursements: These expenditures will be authorized by the District Fire Chief or designee. The issuance of checks for reimbursements/purchases when the regular voucher process is not time effective.

   B. When possible, local bank accounts shall be maintained in an interest-bearing account.

   C. All accounts shall be audited annually, and any interest received shall be deposited into the General Fund that is held by the County.