Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 6.2.04

2. SUBJECT: ***Payment Processing***

3. POLICY: Periodically, the District receives miscellaneous revenue through mail or in-person visits to the District Office. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure applies to the District Fire Chief or designee, as well as District personnel, to ensure accountability for received funds.

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 Fire Chief or designee is responsible for: Ensuring that incoming funds are carefully reviewed, all received funds will be sent to the District personnel in charge of handling payments. After the funds have been processed and prepared for deposit, the District Fire Chief or designee will deposit the funds at the local bank. They will then return the receipt to the District Secretary or designee to be included in the necessary paperwork.

   B. District Staff is responsible for: Ensure all funds will be processed within 24 hours when feasible by utilizing a three-part receipt book. Once the funds are receipted, the original copy will be returned to the individual or company issuing the funds; the second copy a long with the funds and appropriate paperwork will be given to the District Secretary or designee for deposit preparation; the third copy will remain in the receipt book.

   C. District Secretary is responsible for: Checking receipts for correctness and preparing the bank deposit with a two-part deposit book. The prepared deposit will then be handed over to the District Fire Chief or their representative for depositing. The carbon copy deposit slip and bank receipt will be attached to the transmittal, along with any necessary documentation related to the received funds. The District Secretary will oversee the preparation of a transmittal and send it to the Treasurer's office. Monthly, receipts will be compared with the County report to confirm that the deposit was credited to the District's account.