RESOLUTION NO. 2014-15

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board approving Portal Agency Operating Policies related to fiscal policies and disbursements.

Whereas, the Washington Multi-City Interlocal Business License and Tax Portal Agency ("Portal Agency") Interlocal Agreement ("Agreement") requires the development of Portal Agency Operating Policies;

Whereas, Resolution FL 2014-10 requires that expenditures must conform to internal control policies adopted by the Portal Agency, regarding documentation and approval of expenditures;

Whereas, the Agreement contemplates that the Operating Procedures shall include policies to protect sensitive Taxpayer data, and ensure the relationship between the Portal and Participating Cities remains fully functional and secure, the Executive Board shall adopt a Portal Operations Policy and policies to determine the timing of payments by Participating Cities;

Whereas, the Agreement specifies that the Operations Committee shall assist in the review of Operating Policies and amendments thereto;

Whereas, Operating Policies will be developed over time and subject to amendments, and

Whereas, approval of Operating Policies requires a supermajority vote of the Executive Board;

Now Therefore,

BE IT RESOLVED by the Executive Board of the Washington Multi-City Business License and Tax Portal Agency:

SECTION 1. The Executive Board approves the Operating Policies chapter related to fiscal policies and disbursements included as Attachment A to this resolution.

ADOPTED this 16th **day of** July **, 2014.**

ATTEST:

Washington Multi-City Business License and Tax Portal Agency Executive Board
Seattle, Washington

Board Secretary

Board Chair

WASHINGTON MULTI-CITY BUSINESS & TAX PORTAL AGENCY

FILELOCAL

FISCAL MANUAL

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6. DISBURSEMENTS

6.1 Authorizations

FILELOCAL

FISCAL MANUAL

SUBJECT: Authorizations

PURPOSE: To establish signature approval levels for the purposes of authorizing purchases, contracts, and expenditures.

POLICY: All expenditures require the approval of the Program Manager. All expenditures greater than $10,000 require the approval of the Executive Board.

RESPONSIBILITY: The Program Manager and Executive Board.

PROCEDURE:

Prior to purchase and/or disbursement all applicable forms must be signed by authorized personnel in accordance with the above policy.

6.2 Cash Disbursements

FILELOCAL

FISCAL MANUAL

SUBJECT: Cash Disbursements

PURPOSE: To outline the policy for cash disbursements**.**

POLICY: Disbursements shall be made only for valid transactions by authorized personnel only.

RESPONSIBILITY: The Program Manager and Executive Board

PROCEDURE:

1. All disbursements and electronic fund transfers, including ACH transactions, shall be for FileLocal business and each transaction must be supported with properly authorized documentation such as an invoice, payroll record, or expenditure/check request;
2. Authorized personnel must approve supporting documentation; and all disbursements must be reviewed by the Program Manager prior to release.
3. Francis & Company prepares checks and also maintains and initiates electronic payments. Maintenance of vendor information files and initiating of payments will be performed by two separate staff persons at Francis & Company.
4. Checks made payable to “bearer” or “cash” or signed blank are prohibited;
5. Checks are mailed directly to the payee;
6. Checks or electronic payments that are returned or rejected must be investigated and resolved within 2 days of receipt/notification in order to avert loss from fraud or negligence;
7. Bank statements are received in the mail, reviewed, and reconciled to the general ledger on a monthly basis by Francis & Company. Account reconciliation reports are reviewed and approved by the Program Manager prior to recording journal entries to the general ledger. Copies of checks are to be matched to the supporting documentation. Prior to filing, all disbursement support shall be reviewed for proper documentation and approving signatures.
8. A list of vendor names and disbursements is prepared by Francis & Company to the Executive Board for review on a monthly basis

6.3 Check Request

FILELOCAL

FISCAL MANUAL

SUBJECT: Check request

PURPOSE: To outline the policy for check request.

POLICY: The Check Request/ACH form must be completed for all expenditures not covered by a Purchase Order Requisition.

RESPONSIBILITY: Program Manager shall be responsible for approving check requests. Check and reimbursement requests made by Program Manager must be authorized by the Executive Board Treasurer prior to approval by the Executive Board.

POLICY EXCEPTIONS: The Executive Board shall authorize expenditures not anticipated or included in the budget. Payroll liabilities, taxes, and certain recurring costs do not require the Executive Board's direct authorization or need be covered by a Check Request

Recurring payments do not require the Executive Board or Program Manager's authorization. These expenditures have been constructively approved by virtue of the Executive Board's approval of the contracts and agreements giving rise to the recurring obligation. A sample list of these types of expenditures is as follows:

1. Purchase orders supported by purchase requisitions;
2. Contract payments supported by previously approved contracts;
3. Pre-authorized temporary personnel help;
4. Utilities invoices.

PROCEDURE:

For the items listed below, no Purchase Order Requisition form is required. A Check Request form may be used:

1. US Postal costs;
2. Licenses;
3. Legal services;
4. Travel Expenses, conference fees, tuition, and temporary employment services;
5. Freight bills, express shipping, common carriers, import/export duties, customs & brokerage fees;
6. Taxi fares;
7. Dues, subscriptions, Professional membership & association dues;
8. Advertising.

6.4 Check Control

FILELOCAL

FISCAL MANUAL

SUBJECT: Control of Check Stock

PURPOSE: To detail the policy and procedures for control of signed checks and unsigned check stock.

POLICY: All checks are to be accounted for by check number. Francis & Company shall maintain strict internal controls with respect to preparation, printing, signing, mailing, filing and voiding of all checks.

RESPONSIBILITY: Francis & Company

PROCEDURE:

1. Check stock is to be securely maintained in a locked cabinet;

2. Francis & Company is responsible for typing or printing checks and will not have access or authority to use the signature machine or request hand-written signature of the authorized check signers;

3. Check reconciliation will include accounting for all void or destroyed checks, and

4. All checks are signed by the authorized check signers – Program Manager.