

ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT
October 4, 2016

For the meeting of October 12, 2016

TO: Ross Valley Fire Board

FROM: Daria Carrillo, Finance and Administrative Services Director

SUBJECT: Change of authorized signers on Bank of America accounts.

RECOMMENDATION

That the Fire Board approves the attached resolution adding Town Managers, San Anselmo Finance and Administrative Services Director and San Anselmo Accounting/Benefit Technician to the list of authorized signers on the Fire Department's Bank of America accounts.

BACKGROUND

The Fire Department's operating bank account and payroll account are at Bank of America. Both of these accounts require two signatures for checks in excess of \$2,000. The Executive Officer's signature is required for checks in excess of \$5,000.

The previous signers on these accounts were the Battalion Chiefs, Executive Officer and Administrative Assistant. Since San Anselmo has assumed responsibility for processing payroll and accounts payable for the Fire Department, it is recommended that Town staff be added to the list of authorized signers. Additionally, adding the three Town Managers as authorized signers will not require a change to authorized signers when the Executive Officer position rotates.

Respectfully submitted,

Daria Carrillo
Finance & Administrative Services Director

Attachment #1: Resolution # 16-07, a Resolution of the Ross Valley Fire Board Reaffirming Accounts with Bank of America and Designating Authorized Signers