

Ross Valley Fire Department

Staff Report

February 28, 2017

For the meeting of March 8, 2017

TO: Ross Valley Fire Board
FROM: Daria Carrillo, Finance and Administrative Services Director
SUBJECT: Change in policy regarding required signatures on checks

RECOMMENDATION

That the Fire Board approve a change to the check signing policy that would allow another Town Manager, a Battalion Chief or the Finance and Administrative Services Director to sign checks written on the payroll account in excess of \$5,000 in the absence of the Executive Officer.

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.

San Anselmo is now using Tyler Technologies Incode financial software to process the Fire Department payroll. All payroll related payments, such as checks for deductions from employees' paychecks for medical insurance and deferred compensation, as well as Fire Department expenses related to payroll such as payments for retirement and medical insurance, are automatically processed by checks from the payroll account. Having checks automatically processed ensures that there is no chance of error with regard to forgetting to pay a vendor or in posting these items to the general ledger. The only exception is that payroll taxes are paid electronically as required by the tax collection agencies.

This is a change from the previous system where some vendors were paid online and because checks in excess of \$5,000 require the signature of the Executive Officer, there is now a possibility of delay in mailing these checks if the Executive Officer is not available to sign the checks.

The proposed new policy would not change the requirements for the operating account but would require the Executive Officer's signature on checks from the payroll checking account in excess of \$5,000 only if he is available. In the event that he is not available, another Town Manager, a Battalion Chief or the Finance and Administrative Services Director would sign the check in his absence.

Respectfully submitted,

Daria Carrillo
Finance & Administrative Services Director

AGENDA ITEM # 8
Date 3/8/17