


**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the Meeting of July 11, 2018

TO: Ross Valley Fire Department Board of Directors
FROM: JoAnne Lewis, Administrative Assistant 
SUBJECT: Accounting Processes and Procedures – Update

RECOMMENDATION:

That the Board receives the following information on the updates to the Department's policy for Accounting Processes and Procedures.

DISCUSSION:

In December the Board accepted the Annual Financial Report for fiscal-year ending June 30, 2017 as prepared by Maze & Associates. As part of the Memorandum of Internal Controls, the auditors made recommendations to improve financial review procedures. Based on the recommendations, the policy for Accounting Processes and Procedures has been updated, and the following changes have been implemented:

- RVFD staff to review of accounting records. Each month, RVFD staff will review the journal entries, reconciliations and any other accounting records for the prior month. Staff will review, date and initial the records.
- RVFD staff to review detailed payroll register after each payroll. Review, initial and date the register.
- RVFD staff to review deposit details to compare with the check register, tracking each check presented for deposit.

Staff is continuing to work with the Town of San Anselmo to improve and streamline the financial services procedures and workflow.