

Grant County Fire Protection District 3

POLICY AND PROCEDURE

1. NUMBER: 5.1.6
2. SUBJECT: *District Bank Accounts*
3. POLICY: The District maintains several bank accounts as listed in this Policy and Procedure. These accounts shall be maintained as described in this Procedure.
4. SCOPE: This Policy and Procedure is applicable to the District Fire Chief and Officers of Grant County Fire District 3.
5. RESPONSIBILITIES:
 - A. The District Fire Chief shall be responsible for enforcing the provisions of this Policy and Procedure.
6. PROCEDURE:
 - A. The District shall maintain the following bank accounts at local banks:
 1. Petty Cash Fund - This fund shall be maintained and used in accordance with the Policy on Petty Cash.
 2. Advance Travel Fund - This fund shall be maintained in the amount of \$3,000.00 and used in accordance with the Policy on Advance Travel.
 - a. Advance Travel Fund Authorized signers are the: District Fire Chief, Deputy Chief, Assistant Chief and Administrative Assistant.
 - b. Incidentals/Reimbursements: These expenditures will be authorized by the District Fire Chief. The issuance of checks for reimbursements/purchases when the regular voucher process is not time effective.
 3. Whenever possible, all bank accounts shall be maintained in an interest-bearing checking account (if possible).
 4. Each account shall be audited once each year and any interest received shall be deposited into the General Fund Interest Revenue account.