

EL DORADO COUNTY FIRE PROTECTION DISTRICT

POLICY TITLE: Accounts and Funds

POLICY NUMBER: 3020

3020.10

Upon approval of an annual Budget by the Board of Directors, items approved within the Budget shall be paid in a timely manner (30 day limit) by the District's accounting department.

3020.20

The Fire Chief or Accountant/Controller or three members of the Board of Directors shall review all payments, verifying expenditures and accounts charged as identified on the "Claim Voucher."

3020.30

Date and amount of expenditures shall be included within the following month's Consent Calendar for Board approval. A copy of the "Claim Voucher" shall be included with the Director's packets, prior to the meeting in which the voucher(s) are to be approved.

3020.40

A Budgetary quarterly report shall be provided to the Board of Directors at the April, July, October and January monthly meetings.

3020.50

Adjustments to the Budget due to unanticipated revenue shortfalls or increased expenses shall be made by an "Amended Budget," approved by the Board of Directors. Copy of the "Amended Budget" shall be submitted to the El Dorado County Auditor-Controller's Office.