

**WEST SOUND UTILITY DISTRICT
RESOLUTION 746-18**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
MODIFYING ACCOUNTS PAYABLE PROCEDURES**

WHEREAS, managing West Sound Utility District's accounts payable process is a critical accounting and financial management function; and

WHEREAS, it is important for the District to have a comprehensive policy that provides proper control and accountability for processing all expense claims and that the account payable process is conducted in accordance with state law and generally accepted accounting principles; and

WHEREAS, the Board of Commissioners adopted Resolution 425-13 on April 15, 2013, setting forth new accounts payable procedures; and

WHEREAS, in order to improve the District's accounting and financial management, specific improvements to the accounts payable procedures and process are recommended; NOW, THEREFORE,

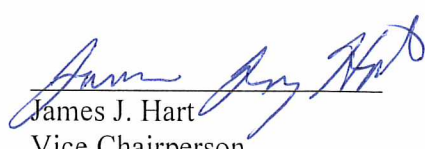
THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT HEREBY RESOLVES:

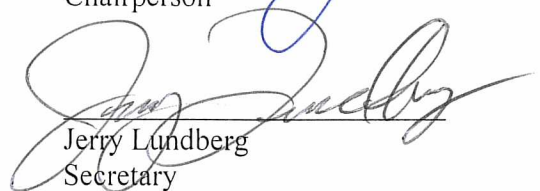
Section 1. The Board of Commissioners hereby approves the "Accounts Payable Procedures" as set forth in the attached Exhibit "A".

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a Board meeting scheduled on July 9, 2018.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington


Susan Way
Chairperson


James J. Hart
Vice Chairperson


Jerry Lundberg
Secretary

**WEST SOUND UTILITY DISTRICT
ACCOUNTS PAYABLE PROCEDURES (3/2013 7/2018)**

1. AP cycle:
 - Finance Department shall process accounts payable twice a month.
 - The payment date shall be the 2nd 1st and the 4th-3rd Monday Tuesday every month. If there is a holiday, the payment date shall be adjusted to next business day. It may change according to the Board's meeting schedule on unusual occasions. Extra payment dates can be added if the departments have special requests.
 - Set up auto-pay for utility and regular bills to avoid becoming past due.
2. Stamp invoice receipt date.
3. ~~Enter invoices in tracking logs, and then d~~Distribute them invoices to related departments.
4. Invoice approval:
 - All invoices shall be assigned GL codes and "ok to pay" signed by Ddepartment Mmanagers or supervisors.
 - All managers' expense invoices shall be signed by the General Manager.
 - All General Manager's expense invoices shall be signed by a member of the Board.
 - A purchaser cannot approve his/her own invoice/receipts. Approval shall be handled by another supervisor and/or department head manager. If one of them is none are not available, then the General Manager person using the purchase items shall provide approval.
5. Support documents:
 - If an invoice has a PO, then a receiving proof shall be attached to the invoice. Purchase items under \$5,000, PO shall have the department manager's signature; purchases between \$5,000 - \$20,000, PO shall have the General Manager's approval; purchases above \$20,000 require Board approval.
 - Food and refreshments shall state the purpose of the expense and attendance list.
 - Overnight travel expenses require an approved travel request form.
 - A CT-50 form shall be filled out for expense reimbursements and attached with original invoices.
6. Enter invoices in Springbrook:
 - ~~Simplify invoice descriptions by eliminating GL description.~~
7. "To be paid proof list" approval:
 - Finance Manager reviews and approves payment lists for District funds, except the batches prepared by the Finance Manager.
 - ~~Assistant Finance~~ HR/Payroll Manager reviews and approves payment lists for SKWRF funds the batches prepared by the Finance Manager.
8. Generate accounts payable vouchers.
9. Finance Manager ~~or Assistant Finance Manager~~ reviews all the vouchers for each fund, except those prepared by the Finance Manager; then signs the Blanket Voucher Approval. The HR/Payroll Manager reviews the vouchers prepared by the Finance Manager, then signs the Blanket Voucher Approvals.

WEST SOUND UTILITY DISTRICT
ACCOUNTS PAYABLE PROCEDURES (3/2013 7/2018)

10. ~~Finance Manager or Assistant Finance Manager and~~ The General Manager reviews and signs the Blanket Voucher Approvals for all Funds.
11. ~~Send copy of vouchers and blanket voucher approvals to Kitsap County Auditor's AP dept.~~ Enter vouchers in the Kitsap County financial system and add County batch number on Voucher Approvals. ~~The Finance Manager reviews all of the entries.~~
12. Board of Commissioners approval:
 - The Secretary for the Board of Commissioners reviews and signs off on vouchers prior to presentation and approval of Blanket Vouchers to the Board.
 - ~~Board signs the~~ One Commissioner signature shall be sufficient for Blanket Voucher Approvals at their regularly-scheduled Board meeting.
13. ~~Scan signed voucher approval documents to "Finance Drive", then submit to Kitsap County Auditor's AP Department. Voucher approval documents shall, at minimum, contain the signatures of the Board Secretary and Board Chairperson before submittal to Kitsap County.~~
14. Pick up warrants from Kitsap County Auditor's AP Department and print out ACH payment advices. Reconcile invoices to warrants.
15. Mail warrants and email or fax ACH payment advices to vendors.