

Policy Number: 2.1.0

Title: BILL PAYING

Introduction:

This policy has been developed to establish a procedure for the payment of bills submitted to the District.

Ends:

The Alpine Springs County Water District Board of Directors hereby establishes the following policy with respect to payment of accounts payable and payroll.

All disbursements for payment for goods and services must be approved monthly by a majority of the Board of Directors and the General Manager. For routine disbursements, the District staff shall prepare the checks, ACH's, auto pay setups, credit card, and attach supporting documentation to each.

Prior to action by the Board, the Budget and Finance committee and two District Directors shall review District disbursements and supporting documentation. The District staff shall submit to the Board at its regularly scheduled Board meeting a list of all disbursements which have been prepared and reviewed by two Board members, for formal approval by the Board (Disbursement Register). The Board shall act monthly at each Board of Directors Meetings to approve the payment of demands.

Preparation for the payment of bills will occur on or about the 1st and 15th of the month. To ensure timely payments and the reduction or elimination of additional fees recurring monthly charges will be paid as established by staff through check, ACH, Plumas Bank Bill Pay, or by Credit Card as required. The District staff shall prepare the payments and attach supporting documentation to each. For physical checks the General Manager, or his designee, and two Directors, shall review the supporting documentation and approve each check in advance of payment being sent to vendors. Two Directors are required to sign each check, and in the unusual event that two Directors are not available to sign, the General Manager may sign as one of the two required signatures.

Each check run will include a Disbursement Authorization Form (see attached) to be completed and signed by the General Manager and the two Directors that signed the checks.

The Disbursement Authorization Form (formally Check Authorization) shall be filed in the Disbursement Authorization Binder, and the checks along with supporting documentation shall be filed in the vendor files. Supporting documentation for each disbursement shall be available for review by the Directors.

Responsibility:

It is the responsibility of the General Manager to provide for the timely payment of staff payroll and to provide an accounting to the Board for payment of all bills. It is the Board's responsibility to review the accounting and assure that all disbursements are supported by adequate documentation and that such disbursements are made in accordance with approval and authorization established by the Board of Directors pursuant to California Water Code Section 31302.

This policy was amended by motion during the public meeting of the Board of Directors on July 12, 2024.

This policy was adopted by motion during the public meeting of the Alpine Springs County Water District Board of Directors on September 13, 2002.

This policy has been amended by motion during the public meeting of the Board of Directors on February 14, 2003.

This policy was again amended by motion during the public meeting of the Board of Directors on May 9, 2003.

[https://alpiningspringscountywater-my.sharepoint.com/personal/laurie_alpiningsprings_org/Documents/Policies & Procedures/2.1.0 Bill Paying_Adopted 7-12-24.doc](https://alpiningspringscountywater-my.sharepoint.com/personal/laurie_alpiningsprings_org/Documents/Policies%20and%20Procedures/2.1.0%20Bill%20Paying_Adopted%207-12-24.doc)

This policy was amended changing the signatures to two directors vs. three during the public meeting of the ASCWD Board on 11/9/12

DISBURSEMENT AUTHORIZATION FORM

We authorize the payment of the following check numbers:

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

We have thoroughly reviewed all documentation supporting the disbursement of these funds. Copies of the signed checks with supporting documentation are attached hereto.

_____	_____	_____
DATE	GENERAL MANAGER	SIGNATURE

_____	_____	_____
DATE	DIRECTOR	SIGNATURE

_____	_____	_____
DATE	DIRECTOR	SIGNATURE

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ALPINE SPRINGS COUNTY WATER DISTRICT

ACH:

Vendor	Date	Amount

Auto Pay:

Vendor	Date	Amount

Plumas Bank Bill Pay:

Vendor	Date	Amount

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