POLICY 1.4 – INVESTMENT AND SAFEGUARDING OF PUBLIC FUNDS

It shall be the policy of Central Oregon Coast Fire & Rescue (hereafter called the "District") to safeguard public funds. This policy governs the District's investments, accounts, and personnel charged with the District's financial functions. A primary purpose of this policy is to implement internal financial controls over public funds through a program of shared financial responsibilities and oversight. No single person should have un-checked control over public funds.

AUTHORITY & DUTIES OF DISTRICT OFFICIALS, OFFICERS & AGENTS

1) Board Treasurer – The Board Treasurer shall be the District's financial officer and responsible for implementing Board policy as to District finances.

2) Fire Chief – The Fire Chief shall serve as the secondary financial officer for the District. The Fire Chief shall assist the Board Treasurer in implementing the District's financial policies and supervising staff on financial matters. The Fire Chief shall act as an internal check on the finances of the District. The Fire Chief shall have access to District financial information but shall not have direct authority over the District's accounts.

3) District Accountant – The District contracts day-to-day bookkeeping and financial operations to an outside accounting firm. The District Accountant is tasked with performing all financial tasks under the delegation of the Board Treasurer.

INVESTMENT POLICY

1) The District will safeguard the public funds entrusted to it by investing those funds in the Oregon State Investment Pool until such time as they are needed to pay approved District expenses.

2) An amount to be established by the District Treasurer with the concurrence of the Board Chairman shall be held in a bank account of a qualified depository for public funds to cover unforeseen delays in the normal process of transferring funds from the Oregon State Investment Pool.

3) This conservative approach is thought to be the best stewardship of the public funds entrusted to the District.

BANK ACCOUNT POLICY

1) The Board Treasurer, in consultation with the District Accountant, shall establish one or more bank accounts to adequately address the District's cash flow requirements. The District shall only bank with qualified depositories as defined by the Oregon State Treasury.

2) Pursuant to ORS 295.006, the Board Treasurer, Fire Chief, and District Accountant shall all

be designated as “public officials” with the Oregon State Treasury. The Fire Chief shall ensure that the District’s annual report to the Oregon State Treasury contains accurate contact information for each designated public official.

3) All checks drawn on District accounts shall be signed by two Board Members or one board member and the Fire Chief. Pursuant to ORS 478.460, the Board shall maintain an updated Board Resolution authorizing each Board member and Fire Chief to be a signatory on District accounts. The District Accountant shall not be a authorized signatory on District accounts.

4) Only the Board Treasurer or the District Accountant are authorized to transfer funds between District accounts. The Fire Chief is responsible for establishing a procedure for processing invoices and purchase orders and generating checks for the Board’s approval.

SECURITY MEASURES FOR DISTRICT FUNDS

1) The Board shall take measures to ensure compliance with ORS 198.220, which requires insuring or bonding those charged with possession or control of District funds. The Board may comply with this policy by obtaining crime coverage from its insurer, or such other coverage recommended by its insurer. The Board shall ensure that the District Accountant maintains adequate insurance for the protection of public funds.

2) The District Accountant shall prepare monthly reports of the District’s finances. At least quarterly, the Board Treasurer and Fire Chief shall review the District bank account statements and monthly financial reports prepared by the District Accountant.

3) The Board Treasurer, Fire Chief, and District Accountant shall explore and implement other internal control procedures to remain vigilant in the protection of public funds.