

RESOLUTION NO. 10-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING SPECIFIED DISTRICT OFFICIALS TO ISSUE CHECKS IN PAYMENT OF CLAIMS WITHOUT PRIOR APPROVAL OF THE BOARD OF TRUSTEES; SUPERSEDING RESOLUTION NO. 94-03; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, as follows:

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District") is a rural county library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, a rural county library district is a unit of local government;

WHEREAS, pursuant to RCW 27.12.210(5) the Board of Trustees (the "Board") has exclusive control of the finances of the District;

WHEREAS, RCW 42.24.180 authorizes the legislative body of any local government to authorize the issuance of warrants or checks in payment of claims after its designated officer has signed the checks or warrants, but before the legislative body has acted to approve the claims;

WHEREAS, pursuant to RCW 42.24.180, the Board adopted Resolution No. 94-03, "A Resolution of the Board of Trustees of Spokane County Library District, Spokane County, Washington, Authorizing Specified District Officials to Submit Vouchers for Payment to the Spokane County Auditor's Office without Prior Approval of the Board of Trustees; Providing for Other Matters Properly Related Thereto," on March 10, 1994 to provide for the payment of District vendors in a timely manner;

WHEREAS, the District has been issuing vendor payments in that manner and under the provisions of said resolution since its adoption;

WHEREAS, subsequent to the adoption of Resolution No. 94-03 there have been changes in the District's organizational structure and other matters that require that the authorization provided in that resolution be updated;

WHEREAS, the Board has determined it necessary to update the District's compliance with the specific requirements of RCW 42.24.180;

NOW THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED as follows:

Section 1: VOUCHER APPROVAL AUTHORIZATION

The Board hereby determines that District vouchers may be authorized for payment upon the signature of two of the following three District officials: Director, Business Manager, and Finance and Accounting Supervisor, on a consolidated listing that contains voucher number, claimant, purpose, and amount.

Section 2: POLICIES

The Board hereby affirms that it has adopted contracting, hiring, purchasing, and disbursing policies that implement effective internal financial controls.

Section 3: OFFICIAL BONDS

The Board further determines that the District shall provide its auditing officer and the officer designated to sign vendor payment checks with an official bond in the amount of Two Hundred Fifty Thousand Dollars (\$250,000.00) for the faithful discharge of his or her duties.

Section 4: REVIEW OF DOCUMENTATION

The Board further determines that a consolidated listing of vouchers for payment of claims approved for payment shall be submitted for its review at the next regularly scheduled Board meeting following such approval.

Section 5: DISAPPROVED CLAIMS

The Board further determines that if it disapproves some claims, the auditing officer and the officer designated to sign the checks shall jointly cause the disapproved claims to be recognized as receivables of the District and to pursue collection diligently until the amounts disapproved are collected or until the Board is satisfied and approves the claims.

Section 6: REVIEW OF DOCUMENTATION

The Board further determines that the District's Director is authorized to determine the claims payment schedule that provides the most timely payments to vendors and meets the needs of the District, but that claims be paid not less than once each month.

Section 7: RESOLUTION NO. 94-03 SUPERCEDED

The Board further determines that this resolution supersedes Resolution No. 94-03.

Section 3: EFFECTIVE DATE

This resolution shall be effective immediately upon its adoption and approval.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 20th day of April, 2010.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Jacob Laete, Chair
Board of Trustees

ATTEST

Michael J. Wirt, Secretary
Board of Trustees

I:\SPODOCS\26321\00004\AGREE\801755