

Auditing Officer Delegation Resolution

King County Public Hospital District #5

Vashon Health Care District

2020-5

Appointing of Auditing Officers for the purpose of authorizing the issuance of warrants and electronic transactions prior to Board of Commissioners approval

Whereas there may be circumstances when the Board of Commissioners does not meet prior to a day in which they would need to approve vouchers for the District's warrants and claims;

Whereas there is a need by the District to process warrants and electronic payments in a timely and consistent manner;

Whereas it would be of financial benefit to appoint Auditing Officers to certify the voucher approval document for the correct and certified submission of vouchers to the King County Finance Office without awaiting a Commissioners meeting to authorize specific payments;

Whereas RCW 42.24.180 authorizes the issuance of warrants before approval of the vouchers by the Board of Commissioners in order to expedite the payment of claims;

Whereas this Agency shall enact the following policies and procedures pursuant to RCW 42.24.180:

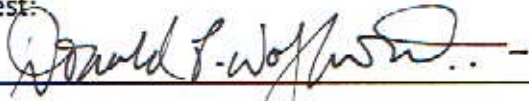
1. All routine operating claims against VHCD will be pre-audited and signed by the Auditing Officer
2. The Auditing Officer and designated check and/or warrant signer shall be required to furnish an official bond for the faithful discharge of their duties in an amount of \$50,000;
3. The District shall adopt contracting, hiring, purchasing, and disbursing policies that implement effective internal control;
4. The District shall provide for its review of the documentation supporting claims paid and for its approval of all checks or warrants issued in payment of claims at its next regularly scheduled public meeting within one month of issuance; and

5. The District shall require that if, upon review, it disapproves some claims, the auditing officer and designated check and/or warrant signer 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 District is satisfied and approves the claims.

Therefore be it resolved, the Board of Commissioners of Vashon Health Care District does hereby authorize the Auditing Officers, Tom Langland, and Donald Wolczko, to submit vouchers for payment and disbursement in accordance with our policies prior to the Board taking action to approve said claims;

Adopted by the Board of Commissioners of Vashon Health Care District at a regular meeting held on this 11th day of March, 2020

Attest:



Board Secretary



President



Commissioner



Commissioner



Commissioner