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King County Public Hospital District No. 5 dba Vashon Health Care District
Resolution Number 24-01 TMC

APPOINTING OF AUDITING OFFICER(S) 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; AND

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

WHEREAS it would be of financial benefit to appoint Auditing Officer(s) 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; AND

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; AND

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

1. All routine operating claims against (district name) will be pre-audited and signed by the Auditing Officer; and
2. The Auditing Officer and designated check and/or warrant signer shall be bonded for no less than \$50,000 to assure the faithful discharge of their duties; and
3. VHCD Accounts Payable Policy establishes the necessary purchasing and disbursing procedures that implements effective internal control for issuance of warrants and claims; and
4. The Board of Commissioners shall review and approve the claims paid at its next regularly scheduled public meeting; and

5. If the Board of Commissioners disapproves some claims, the Auditing Officer will recognize these claims as receivables of the District and will pursue collection diligently until the amounts are either collected or the Board of Commissioners approves the claims;

THEREFORE BE IT RESOLVED,

that the Board of Commissioners of King County Public Hospital District No. 5 does hereby authorize the Auditing Officers, Tom Langland and Alan Aman, to submit vouchers for payment and disbursement in accordance with VHCD Accounts Payable Procedure prior to the Board taking action to approve said claims;

ADOPTED by the Board of Commissioners of King County Public Hospital District No. 5 at a regular meeting held on this 7th day of February, 2024

ATTEST:

By: Board Secretary

Mandy Noble

By: Commissioner

Wm. D. Hale

By: Chairperson/ President

Tom Langland

By: Commissioner

Alan Aman

By: Commissioner

Frank B