

ALBANY COUNTY FIRE DISTRICT #1

FINANCIAL MANAGEMENT POLICY

Approved: 5/15/2019, Art Sigel, Joe Witt, Jon Essley

This Financial Management Policy is intended to provide for effective monitoring, reporting and oversight in addition to statutory and state mandated audit requirements for financial management of ACFD1. This policy is further intended to ensure funds follow a uniform process so to ensure proper handling, oversight and retention. Additionally, this policy is intended to compliment state law and other legal requirements that apply to the ownership and disposition of ACFD1 property.

I. Cash Management

- A. Income: any and all cash revenue or income that comes to ACFD1, including but not limited to any income or cash revenue that is made payable to ACFD1 as a pass-through to a member volunteer fire department shall first be deposited into the ACFD1 general checking account. Standard operating procedures for deposits, including receipts, deposit tickets or otherwise may be established by the ACFD1 Board.
- B. Expenses/Reimbursement: any and all requests for compensation for expenses, reimbursements or cash dispersals must be requested __ days prior to the ACFD1 Board's regular meeting. The ACFD1 Board shall then vote upon the requested action. No expenses/reimbursements shall be made without ACFD1 Board approval. Failure to make a request 5 business days prior to a regular meeting may result in the ACFD1 Board considering the request at the next regularly scheduled board meeting.

II. ACFD1 Assets

- A. Purchase: Any purchase must be approved by action of the ACFD1 Board until and unless policy provides otherwise.
- B. Ownership: ACFD1 retains and owns any and all property purchased by ACFD1 funds. Ownership and title shall at all times remain in the name of the District until disposition or sale of the asset.
- C. Disposition/Sale: In the event of a sale of ACFD1 property, the following procedures shall be followed:
 - 1. A value of the asset/property must be determined and established. Available comparables may be used to establish the value and/or an official appraisal of the item.
 - 2. All sales of ACFD1 property must be approved by the Board prior to sale.
 - 3. The Board shall not approve any sales of ACFD1 property that are considered "close-dealing." Close dealing is defined as selling the property to friends,

relatives or other acquaintances at a price that is less than the established value.

4. The Board shall allocate a portion of all sale proceeds to the Department account respective to where the ACFD1 property was primarily maintained and/or used. For sale of fire truck engines, ACFD1 shall endeavor to allocate \$5,000.00 to the respective department of sale proceeds. Alternatively, allocation to the Department may be based on original cost sharing if that can be defined.