SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors **AGENDA NO. III-E**

FROM: Steve Mack, General Manager

Meeting Date: August 4, 2011
SUBJECT: AUTHORIZING THE GENERAL MANAGER OR THE ADMINISTRATIVE MANAGER TO APPROVE COUNTY DEPOSITS AND JOURNAL VOUCHER REQUESTS

RECOMMENDED ACTION:

Adopt Resolution 11-22, Authorizing the General Manager or the Administrative Manager to approve County Deposits and Journal Voucher Requests.

FISCAL IMPACT:

None.

DISCUSSION:

Resolution 11-22 would conform policy to longstanding practice and is being drafted at the request of County personnel.

Currently, the only persons authorized to approve financial transactions involving the District's money at the County of Sonoma are Board members. In keeping with this authorization, a majority of the Board approves County warrant requests as part of the monthly Board meeting. Resolution 11-22 would not change this practice. However, with respect to deposits made to the County and journal voucher requests[1], historically District staff have prepared and signed off on them, probably because it keeps the Board meetings simpler and because these types of transactions do not involve withdrawing District funds from the County.

The County has never questioned this practice until recently, as a result of staff changes in the County Auditor's office. Accordingly, at the County's request, Resolution 11-22 would instruct the County that it is appropriate for District staff to sign off on County deposits and journal voucher requests.

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[1] A journal voucher is a request to transfer funds between County accounts.

Resolution No. 11-22

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SWEETWATER SPRINGS WATER DISTRICT AUTHORIZING THE GENERAL MANAGER OR THE ADMINISTRATIVE MANAGER TO APPROVE SWEETWATER SPRINGS WATER DISTRICT COUNTY DEPOSIT AUTHORIZATIONS OR COUNTY JOURNAL VOUCHERS

WHEREAS, the Sweetwater Springs Water District Board of Directors meets once each month; and

WHEREAS, one of the orders of business of the Board meeting is approval of County warrants; and

WHEREAS, currently Board members are also required to sign County Deposit Authorizations and County Journal Vouchers, and,

WHEREAS, County Deposit Authorizations and County Journal Vouchers do not result in the withdrawal of District funds from the County; and

WHEREAS, allowing staff to sign County Deposits and County Journal Vouchers would simplify the District's accounting process,

NOW, THEREFORE BE IT RESOLVED, as follows:

1. That the General Manager or the Administrative Manager is authorized to sign and submit County Deposit Authorizations or County Journal Vouchers; and

2. That at least three (3) Board members will continue to be required to approve District warrant requests

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I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted and passed by the Board of Directors of the SWEETWATER SPRINGS WATER DISTRICT, Sonoma County, California, at a meeting held on August 4, 2011, by the following vote.

Director	Aye	No
Sukey Robb-Wilder	_____	_____
Jim Quigley	_____	_____
Richard Holmer	_____	_____
Gaylord Schaap	_____	_____
Victoria Wikle	_____	_____

Jim Quigley
President of the Board of Directors

Attest: Julie A. Kenny
Clerk of the Board of Directors