



Hyalite Rural Fire District

Invoice Processing Policy

DOCUMENT INFORMATION

Document Type:	Board Policy
Document Number:	2016-001

VERSION CONTROL

Version	Approved By	Approved Date	Summary of Changes
1.0	Board of Trustees	July, 2016	<ul style="list-style-type: none"> Original.
2.0	Board of Trustees	January 22, 2019	<ul style="list-style-type: none"> Added policy statement. Updated procedure to reflect separate Bookkeeper and Administrative Assistant roles. Standard formatting applied. Wordsmithing for definition and clarity, by Board subcommittee 12/21/2018.

POLICY

This policy establishes a uniform procedure for receiving, recording, and remitting payments for all goods and services used in Hyalite Rural Fire District (HRFD) operations. The purpose of this policy is to:

- Establish and maintain accountability and transparency during the payment process through the use of appropriate checks, balances, documentation, and record keeping.
- Make accurate payments of invoices and expenses in a timely manner.

All Hyalite Rural Fire District (HRFD) invoices are processed in the following manner:

1. All invoices are presented to the HRFD Administrative Assistant for payment.
 - a. The HRFD employee or volunteer responsible for the purchase must label invoices, with his/her name(s) and the purpose of the purchase to allow for proper coding of the invoice.
 - b. If reimbursement is requested, it must be stated on the invoice.
2. The Administrative Assistant prepares the invoice for approval by the Fire Chief or Assistant Fire Chief as follows:
 - a. Review the invoice for completeness of information and gather additional information, if needed.
 - b. Stamp the invoice with date of service and assign the proper account coding.
 - c. Complete a Missing Invoice Form for any known missing invoices.
 - d. Place coded invoice into the appropriate folder for approval by the Fire Chief or Assistant Fire Chief.

3. After approved invoices are returned, the Administrative Assistant prepares the semi-monthly packet of approved invoices for submission to the Bookkeeper as follows:
 - a. Ensures that all items to be submitted have been approved by the Fire Chief or Assistant Fire Chief.
 - b. Reconciles periodic statements for payment by:
 - i. Reconciles statement with approved invoices.
 - ii. Fills out a Missing Invoice Form for any missing invoice, and continues working with appropriate employee or volunteer to obtain a copy of the missing invoice.
 - iii. Attaches approved invoices and Missing Receipt Forms to the statement.
 - c. Clearly marks items to be paid and items to be entered into the Quickbooks system but paid at a later date.
4. The Bookkeeper processes semi-monthly the invoices and receipts for payment as follows:
 - a. Enters the approved invoices into the QuickBooks system.
 - b. Creates and prints warrants (checks) for payment.
 - c. Returns the packet of printed warrants and the entered invoices to the Administrative Assistant. The Bookkeeper typically returns the packet within two days.
5. Once the packet with warrants is returned, the Administrative Assistant processes warrants for mailing or delivery as follows
 - a. Notifies the HRFD Treasurer that warrants are awaiting signature. In the event that the HRFD Treasurer is unavailable, he or she will ask another Board Member to sign in his absence.
 - b. Mail checks via USPS. (Arrange alternate delivery, if needed, such as priority mail to meet payment deadline or hand delivery to an employee, volunteer member, or Trustee.)
6. Administrative Assistant files the packet as follows:
 - a. Copies of processed payments, along with the appropriate warrant stub, are placed in the HRFD files.
 - b. All approved invoices that have been entered into the Quickbooks system, but not yet paid, are filed for later processing. (These will be reconciled with a future statement.)



Hyalite Rural Fire District

Document Approval Form

Document Name:	<i>HRFD Invoice Processing Policy</i>
Document Type:	<i>Board Policy</i>
Document Number:	<i>2016-001</i>
Version Number:	<i>2.0</i>
Date Approved:	<i>January 22, 2019</i>

- Approved by motion of the Hyalite Rural Fire District Board of Trustees, as reflected in the Board Meeting minutes of *January 22, 2019*.



Chair Signature

Eugene M. Geddes, III
Printed Name

- Approved by the Hyalite Rural Fire District Fire Chief.

Fire Chief Signature

Jason Revisky
Printed Name