

SCOTTS VALLEY FIRE PROTECTION DISTRICT		
STANDARD OPERATING PROCEDURES	ARTICLE: I	SOP: 1208
	SECTION: 1200 FINANCE	
	SUBJECT: DISTRICT CLAIM PAYMENT	

Purpose: To provide guidelines for claim payments on behalf of the district.

Scope: To be utilized by all personnel processing claim payments on behalf of the district.

Procedure:

1. Invoice/Purchase Orders

Statements and invoices received are matched with purchase orders, if applicable, and placed in a folder for payment. Claims are processed weekly and delivered to the County Auditor's Office before noon on Mondays for payment the following week.

2. Claim Payment process

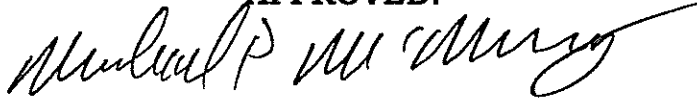
- A. Invoices are coded by staff with the proper budget index, account number, vendor number, w9 taxable reportable (yes or no) and amount to be paid.
- B. A Chief Officer is required to approve the claims before payment.
- C. Procedures for payment are as follows:
 - Once the claims are reviewed, the staff enters them into the accounting program by order of budget index and subobject.
 - Upon completion of data entry, the claims are printed in three colors; white, yellow and pink.
 - The claim amounts are totaled per budget index and recorded on a batch sheet. A copy of the batch sheet is made for the district records.
 - The original batch sheet is attached to the white and yellow claim sheets and routed to the County Auditor's Office for payment.
 - The photo copy of the batch sheet is attached to the pink claim sheets along with the invoices for district records.
 - The district records are filed in the front office accounting file once a week when the claims are processed. The claims are filed in monthly

DATE: 06/15/2005	APPROVED: 	PAGE 1 OF 2
----------------------------	--	--------------------

SCOTTS VALLEY FIRE PROTECTION DISTRICT		
STANDARD OPERATING PROCEDURES	ARTICLE: I	SOP: 1208
	SECTION: 1200 FINANCE	
	SUBJECT: DISTRICT CLAIM PAYMENT	

order with a report listing the monthly payments. The Board Finance and Planning Committee periodically checks invoices, statements and warrants for inconsistencies. The Board reviews and approves the report at the regular monthly board meetings.

- D. Staff enters the claims amounts into each district budget index and subobject number into a weekly spreadsheet report of expenditures. The spreadsheet is used to track payments made and to show balances in each district budgeted account for the current fiscal year. The district spreadsheets are compared by staff to the County Auditor's spreadsheets for accuracy once a week. In the case of a discrepancy, the County Auditor's Office is contacted and the discrepancies are reconciled by the staff.
- E. The spreadsheet reports are distributed to the Chief Officers for review.
- F. A report of claims submitted is presented to the Board of Directors for approval on the monthly Board consent agenda.

DATE: 06/15/2005	APPROVED: 	PAGE 2 OF 2
----------------------------	--	--------------------