



SCOTTS VALLEY FIRE PROTECTION DISTRICT			
STANDARD OPERATING PROCEDURES	ARTICLE: I	SOP: 1208	
	SECTION: 1200 FINANCE		
	SUBJECT: DISTRICT CLAIM PAYMENT		
	DATE APPROVED: 11/18/2020		
APPROVED:			

Purpose: To provide guidelines for claim payments on behalf of the Scotts Valley Fire Protection District (SVFPD).

Scope: To be utilized by all personnel processing claims on behalf of the SVFPD.

Procedure:

1. Invoices/Purchase Orders

Statements and invoices received are matched with purchase orders (PO), if applicable, and placed in the designated bills folder for payment. Claims are processed weekly, or as often as required to meet payment deadlines.

2. Claim Payment Process

- A. Invoices are coded by staff with proper budget index, budget sub-object, invoice amount, PO (if applicable), and whether an attachment is to be included in the remittance process.
- B. A Chief Officer is required to approve claims prior to payment.
- C. Staff will use the following procedure for payment:
 - a. Once approved by a Chief Officer, the claims are entered in the SVFPD Claims Program.
 - b. Once the data entry is completed, a report is generated with all the claims and a coversheet with the total amount for final approval.
 - c. Once the report is verified for accuracy, an electronic file is generated.
 - d. The electronic file is then uploaded in the County Payment Program.
 - e. Each claim is individually approved in the County Payment Program and any necessary attachments are uploaded.
 - f. The invoice proof listing is printed from the County Payment Program showing payments to be processed by the County and stapled to the cover sheet for Chief Officer final approval.
 - g. Each claim is entered in the expenditure spreadsheet after each batch of claims is processed and approved. The spreadsheet is used to track payments made and to show balances in each SVFPD budgeted account for the current fiscal year. The SVFPD spreadsheets are compared to the County Financial Program for accuracy once a week. Any discrepancies will be researched and corrected with the County if necessary.
 - h. The SVFPD records are filed in the front office accounting file after claims are processed. The claims are filed in monthly order.
 - i. The SVFPD claims report is printed at the end of each month and reviewed for accuracy. The monthly SVFPD claims report is approved by the Board of Directors at the monthly regular Board Meeting.