

RESOLUTION NO. 2021-05

A RESOLUTION OF THE TOWN OF GARFIELD WASHINGTON, setting the policy for the Clerk/Treasurer responsibilities and schedule of requirements for monthly, quarterly, and annual submissions.

Be it hereby resolved by the Town Council of the Town of Garfield, Washington, that:

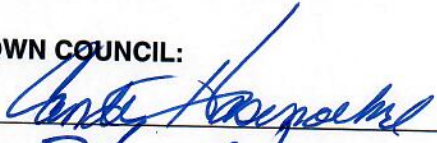
Section 1: As of August 11, 2021, the policy for the Clerk/Treasurer position and a list of required monthly, quarterly, and annual submissions shall include:

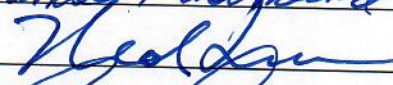
1. All bank reconciliations must be completed and fully balanced before the last day of the month following the month to be reconciled. Reconciliations must be accompanied by a treasurer's report that ties out to the bank statements, a warrant/check register, and the town's financial position.
2. Federal deposits for payroll (EFTPS) will be completed before the 15th of the month following the month of the most recent payroll.
3. Department of Revenue Local Excise B&O Tax must be filed at least 3 days prior to the monthly deadline.
4. Each bank deposit must be signed by the mayor and checked for accuracy.
5. After the monthly reconciliation has been completed, the finance committee, made of two council members, should be summoned to provide signatures attesting to the accuracy of the prior month financial statements.
6. Quarterly payroll figures should be tabulated and submitted to Labor & Industries, Employment Security Department, Paid Family Medical Leave, and the Internal Revenue Services and should be submitted no later than the last day of the filing month.
7. Quarterly financial statements should be emailed to all council members and should include: Treasurer's Report, Financial Position, and any reports stating financial overages that were not anticipated.
8. The Washington State Auditor requires an annual report to be submitted within 150 days after the close of each fiscal year and the Notes to the Financial Statement must accompany the annual filing. Every 3 years the town will be audited for financial accuracy. During this audit, these annual filings will be referenced by the State Auditor's Office to validate the town's use of public funds.
9. The Clerk/Treasurer should utilize MRSC, SAO or Springbrook to acquire the necessary training to effectively file the annual report on time and accurately. A checklist provided by the State Auditor's Office should be used to make sure all annual report tasks are completed
10. Any new liabilities acquired by the Town of Garfield should be stated on the schedule of liabilities in accordance with the BARS Manual guidance.
11. Upon completing the annual financial statements, the Clerk/Treasurer shall make the statements available to the council and mayor for review and seek the observation of at least one other Clerk/Treasurer professional to validate the accuracy of the submittal.


12. A binder shall be provided for the Clerk/Treasurer position to accurately layout all of the important and time sensitive items for the Clerk/Treasurer to complete while fulfilling the position.


Passed by the Town Council this 11th day of August 2021.

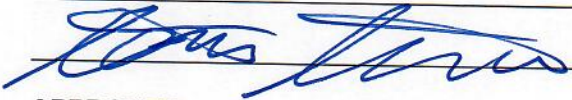
TOWN COUNCIL:












APPROVED:



Jarrod Pfaff, Mayor

ATTEST:



Cody Lord, Clerk/Treasurer