

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 11-22-2023	PREPARED BY: Jeff Burckhard and Jeff Briggs
Meeting Date Requested: November 29, 2023	PRESENTED BY: Jeff Burckhard
ITEM: (Select One) <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Brought Before the Board Time needed:	
SUBJECT: Authorizing the Payment of Claims Before Formal County Commissioner Approval	
FISCAL IMPACT: none	
BACKGROUND: Current Situation and Challenges The current process of requiring commissioner approval before releasing payments on accounts payable claims has hindered the county's ability to meet vendor due dates. Pcard payments have been particularly affected, resulting in late fees and interest charges due to our inability to meet the mandated 25-day turnaround time. Proposed Solution To address this ongoing issue, the Treasurer will have the flexibility to approve ACH debit payments for amounts due when beneficial and necessary. This change will streamline the payment process and enable the county to meet vendor due dates more effectively. Additional Considerations In addition to vendor payments, there are instances where specific pay dates must be adhered to, such as those outlined in contracted employee agreements. While we strive to meet all payment deadlines, a policy revision would enhance our overall processing efficiency. Conclusion The proposed policy change will streamline payment processing, improve our ability to meet vendor due dates and minimize the risk of incurring late fees and interest charges. This modification will also ensure that we can fulfill our payment obligations to contracted employees.	

RECOMMENDATION:

Please approve

COORDINATION:

Jeff Briggs, Matt Beaton, Josie Koelzer, Mike Gonzales, Tim Anderson, Stuart Burke, Ruslan Stetskiy

ATTACHMENTS: (Documents you are submitting to the Board)

Resolution

HANDLING / ROUTING: (Once the document is fully executed it will be imported into Document Manager. Please list the name(s) of parties that will need a PDF)

PDF to Jeff Burckhard, Ruslan Stetskiy

I certify the above information is accurate and complete.

Jeff A Burckhard Name, Title

FRANKLIN COUNTY RESOLUTION _____

BEFORE THE BOARD OF COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

AUTHORIZING THE PAYMENT OF CLAIMS BEFORE FORMAL COUNTY COMMISSIONER APPROVAL

WHEREAS, RCW 42.24.180 sets forth the conditions to expedite the payment of claims before the legislative body has acted to approve the claims; and

WHEREAS, there is a need by the County to process warrants and electronic payments in a timely and consistent manner;

WHEREAS, it would be of financial benefit to appoint the Auditor or designee to certify the voucher approval document without awaiting a meeting of the Commissioners to authorize specific payments;

WHEREAS, The Board of Commissioners establishes the following policies and procedures pursuant to RCW 42.24.180:

1. All routine operating claims against the County will be pre-audited and signed by the Auditor or designee;
2. The Auditor and designees are currently bonded for no less than \$50,000 to ensure the faithful discharge of their duties;
3. This Resolution establishes the necessary contracting, purchasing, and disbursing procedures that implement effective internal control for the issuance of warrants and claims;
4. The Board of County Commissioners shall review and approve the claims paid at a regularly scheduled public meeting; and
5. If the Board of Commissioners disapproves of some claims, the Auditor will recognize these claims as receivables of the County and will pursue collection diligently until the amounts are either collected, or the Board approves of the claims.

NOW, THEREFORE, BE IT RESOLVED the Franklin County Board of Commissioners does authorize the issuance of warrants before formal approval by the Commissioners.

APPROVED this 29th day of month year.

BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

Chairman

Chairman Pro Tem

Member

ATTEST:

Clerk to the Board