

RESOLUTION NO. 80-00

**AMENDING CHAPTER 3.32 PAYMENT OF CLAIMS AGAINST COUNTY:  
PROCEDURE AUTHORIZING WARRANT ISSUE AND RELEASE PRIOR TO BOARD  
CLAIM APPROVAL**

**WHEREAS**, RCW 42.24.180 provides for procedures and policies which must be enacted by the Board for authorizing the procedure;

**WHEREIN**, the Auditor, as officer designated to sign checks, has an official bond of not less than \$50,000, and;

**WHEREIN**, Mason County Code 3.48 has established internal controls for purchasing and contracting, and;

**WHEREIN**, the adopted budget and subsequent amendments the County has established internal controls over hiring and disbursements, and;

**WHEREIN**, a procedure for Board approval of claims is provided herewith, and;

**WHEREIN**, a procedure for Board disapproval and subsequent collection or subsequent Board approval is provided herewith,

**NOW THEREFORE, IT IS HEREBY DECLARED THAT Mason County Code 3.32  
PAYMENT OF CLAIMS AGAINST COUNTY is hereby amended as follows:**

**Section 3.32.050-Authorizing warrant Issue and release prior to Board claim approval . (Revised section and title)**

- (a) The board shall provide written guidance for claim warrant stipulations to the auditor's office.
- (b) The auditor shall be allowed to issue and release warrants in advance of board approval for claims. The auditor shall not release warrants for claims stipulated by the board prior to the board's review and approval for those so stipulated.
- (c) The auditor shall maintain an official bond of not less than fifty thousand dollars, (\$50,000).

**Section 3.32.060 – Claim – Approval procedure. (New section)**

- (a) The auditor shall submit properly completed and signed claims, or, in the alternative, may prepare a blanket voucher approval and submit it along with the substantiating vouchers or reimbursement claims to the board of county commissioners for its examination and signature approval, provided that, in conjunction with a blanket approval a statement must be entered into the minutes of the board as follows:

Voucher Nos. \_\_\_\_\_ through \_\_\_\_\_ have been approved for payment  
This \_\_\_ day of \_\_\_\_\_, 20\_\_.

- (b) Claims paid prior to board approval, are to be submitted by the auditor' office to the board for the next public meeting. The auditor shall provide to the board claim documentation or alternatives as provided by above sub section (a) for those claims paid prior to board approval.

**Section 3.32.070 – Claims disapproved - procedure. (New section)**

- (a) Claims paid prior to board approval, which are subsequently disapproved, are to be collected as receivables by the auditor. The auditor is to pursue collection diligently until the amounts are either collected or the board is satisfied and approves the claims.

APPROVED this 15<sup>th</sup> day of <sup>August</sup> ~~April~~, 2000.

**BOARD OF COUNTY COMMISSIONERS**

Absent 8/15/00

JOHN BOLENDER, CHAIRPERSON

MARY JO GADY, COMMISSIONER

CYNTHIA D. OLSEN, COMMISSIONER

ATTEST:

Rebecca S Rogers  
REBECCA S. ROGERS, CLERK OF THE BOARD

APPROVED AS TO FORM AND CONTENT MC  
MICHAEL CLIFT  
MICHAEL CLIFT, C. DEPUTY PROSECUTOR

c: Auditor/Acctg (2)  
Budget & Finance  
Treasurer