

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

FINANCIAL

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Yamhill Volunteer Firefighter Association Reserve Fund

Issued: June 14, 2011

Revised: March 11, 2014

SCOPE

This policy addresses modifications of funds accounting provided to the Yamhill Volunteer Firefighter Association (YVFA) for social and community activities. Further, it shall include a process for receiving civilian or corporate tax deductible donations.

POLICY STATEMENT

Historically, the District supported the Yamhill Volunteer Firefighter Association through yearly stipend and the Yamhill Volunteer Firefighter Association would use those funds at their decision and according to the desires of their membership. This historical relationship can no longer exist due to changes in audit standards and the Yamhill Volunteer Firefighter Association's current posture abstaining from application for tax-exempt 501(c)(3) status.

The District will now deposit all Yamhill Firefighter Association fund distributions into a Volunteer Firefighter Reserve Fund, act as a fiduciary trustee, and thereby reduce liability.

Authorized dispersions from the Reserve Fund are as defined in this policy.

PURPOSE

It is the intension of this policy to provide the District a process, within generally accepted accounting principles, to continue support for Yamhill Volunteer Firefighter Association and their public service efforts.

The District assumes the position of fiduciary trustee in order to comply with accounting standards that insure the Board of Directors operates without significant internal control deficiencies.

It is not a position of the District, or the Board of Directors, to judge or impede the requests for expenditures by the Yamhill Volunteer Firefighter Association so long as requests for expenditures comply with the scope of this policy.

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DISTRICT RESPONSIBILITIES

The District shall establish and maintain a budget reserve fund titled: Volunteer Firefighter Reserve Fund.

The District shall establish and maintain a checking account exclusively to deposit authorized funds from the District and to sustain withdrawals requested by the Yamhill Volunteer Firefighter Association.

The District shall transfer authorized funds from the General Fund into the Volunteer Firefighter Reserve Fund in June of each budget year. The Budget Committee establishes the annual amount of fund transfer, and that amount if adopted by the District Board of Directors will be deposited into the Volunteer Firefighter Reserve Fund.

The Volunteer Firefighter Reserve Fund will be included in the annual audit.

BOARD OF DIRECTORS RESPONSIBILITIES

The Board of Directors shall not restrict expenditures requested by the Yamhill Volunteer Firefighter Association, if such request complies with District policy.

Each month, the District shall produce a statement of account balance, income, and expenditures of the Volunteer Firefighter Reserve Fund and make such statement available to the Yamhill Volunteer Firefighter Association Treasurer.

YAMHILL VOLUNTEER FIREFIGHTER ASSOCIATION RESPONSIBILITIES

The Yamhill Volunteer Firefighter Association shall submit a budget of the anticipated yearly expenditures, to the District Budget Officer, prior to the annual Budget Committee Meeting.

All requests for expenditures will require a purchase order number and two-person authorization signatures preceding approval for payment by the District.

All requests for expenditures must include the following information and authorization:

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1. A Purchase Order Number as issued by the Yamhill Volunteer Firefighter Association.
2. Two signatures on each purchase request.
Authorization for expenditure shall consist of signatures of the Association President/Chair and the Treasurer (with the Vice-President and Secretary as backups).

The Yamhill Volunteer Firefighter Association will insure adequate funds are available when submitting a request for expenditures to the District.

Expenditures in excess of \$5,000.00 will require three (3) bids submitted to the District for approval. Refer to Section 300 "Procurement of Goods and Services"

The District will deposit all citizen or corporate donations, on behalf of the Yamhill Volunteer Firefighter Association, into the Volunteer Firefighter Reserve Fund. Donations are tax deductible, less any value of service or product.