GILA COUNTY, ARIZONA

BOARD OF SUPERVISORS POLICY

Subject: DEPARTMENTAL BANK ACCOUNTS	Policy Number	Page
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I. Purpose:

To establish Gila County policy to review, authorize and maintain departmental bank accounts.

While acknowledging the necessity for these accounts, additional Board of Supervisors' objectives include minimizing costs, reducing risk exposure and facilitating the review process associated with departmental accounts. Additional benefits include reduced costs and fees, and the assurance of proper collateralization of accounts over $250,000. To achieve these goals, this policy establishes the accounts should be maintained within the structure of Gila County's servicing bank.

II. Policy:

It is the policy of the Gila County Board of Supervisors that:

1. Departmental bank accounts may only be created under the following circumstances; establishment must be authorized by Arizona Revised Statutes, and funds to be deposited shall be received from fines, fees, or court related judgments. General funds or funds from state or federal grants may not be deposited into any departmental bank account.
2. The County Finance Director and Treasurer must jointly authorize the departmental bank accounts.
3. All departmental bank accounts should be maintained at the County's servicing bank.
4. Departmental bank accounts not housed at the servicing bank will require written justification by the requesting department director or elected official. Endorsement of accounts will be determined by the Treasurer and Finance Director with final authorized by the County Manager.
5. The Finance Department will be responsible for opening all departmental bank accounts and retaining the account authorization forms.
6. Whenever possible departmental bank accounts shall be interest bearing accounts.
7. Monthly reconciliations of departmental bank accounts will be performed by each department maintaining an account and, for review and reporting purposes, forwarded to the Finance Department no later than 30 days after receipt of the bank statement. (Usually within 60 days from the end of each month)
8. If a departmental bank account has not been properly authorized or is being used for purposes deemed inappropriate by the Finance Director, the County Manager will be notified and corrective action taken.

SIGNATURES:

ATTEST:

Marian Sheppard
Chief Deputy Clerk

Authorized Signature

Authorized Signature

TOMMIE C. MARTIN
Name Typed or Printed

DON E. McDANIEL, JR.
Name Typed or Printed

Chairman, Board of Supervisors
Title

County Manager
Title

APPROVED AS TO FORM:

County Attorney/Chief Deputy County Attorney

Attachment A
Gila County Request for Bank Account Form

Today's Date: _____

Department: _____

Name of Authorized Signers: Title of Authorized Signers:

_____ _____
_____ _____
_____ _____
_____ _____

Account Custodian: Custodian's Phone Number

_____ _____

Employee/Title of Employee who reconciles the account (if different from the Custodian):

_____

Type of Account:
[ ] Checking: [ ] Savings [ ] non-interest bearing, [ ] interest bearing

Purpose of Account – (Explain in detail what the account is used for)

_____
_____
_____
_____

Authority for Account:

_____
_____

Requested by:

_____
Elected Official/Department Director

Reviewed by Finance Department:
Comments, signature and date:

_____
_____

Reviewed by Treasurer's Office:
Comments, signature and date:

_____
_____

Authorized by County Manager (if not within Servicing Bank)

_____