

Mid Rogue Fire District

Financial Authorization & Check-Signing Policy

Policy #: 2025-005

Adopted: 9/08/2025

Revised: n/a

Purpose

The purpose of this policy is to establish clear procedures for the authorization and disbursement of District funds by designated officers of the Mid Rogue Fire District. This ensures fiscal accountability, transparency, and protection of District assets.

Authorized Signatories

The following officers of the Mid Rogue Fire District are authorized to sign checks and approve disbursements on behalf of the District:

- President
- Vice President
- Treasurer

At least two of the above officers shall be registered as signatories on all District bank accounts.

Check-Signing & Disbursement Rules

1. Routine Bills and Expenses

- Payments to vendors, utilities, contractors, or service providers may be issued with one (1) authorized signature.
- The Treasurer shall be the primary signatory. In the Treasurer's absence, the President or Vice President may sign.

2. Reimbursements to Board Members or District Personnel

- Any check issued as reimbursement to a District board member, officer, or employee must carry two (2) authorized signatures.
- This dual-signature requirement applies regardless of the amount.

3. Transfers Between District Accounts

- Transfers between authorized District bank accounts may be completed with one (1) authorized signature from the Treasurer, President, or Vice President.

Oversight and Accountability

- All disbursements shall be documented with receipts, invoices, or appropriate written justification.
- A monthly financial report shall be presented to the Board of Directors for review, including a list of checks written and payments made.

- Bank statements will be reconciled monthly by the Treasurer and reviewed by the Board.

Policy Compliance

Failure to comply with this policy may result in disciplinary action, removal of signatory privileges, or referral for further investigation as appropriate.

Board President: Mark Jones Signed: _____ Date: _____

Vice President: Vincent Ownbey Signed: _____ Date: _____

Secretary/Treasurer: Ralph Weidling Signed: _____ Date: _____

Director: Tom McGowan Signed: _____ Date: _____

Director: Roy Hauser Signed: _____ Date: _____