

**NORTH COUNTY REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 06102015-01**

**A RESOLUTION** of the Board of Fire Commissioners of North County Regional Fire Authority, Snohomish County, Washington (the "Fire Authority") regarding the appointment of Katie Ellis to the position of Petty Cash Fund Custodian.

**WHEREAS**, the Washington State Auditor's office states in the Budget and Reporting System (BARS) manual in Section 3.8.8.20 that all Washington State governmental entities that have created a petty cash must appoint a custodian by means of a resolution.

**WHEREAS**, the custodian should be independent of invoice processing, check signing, general accounting and cash receipting functions.

**WHEREAS**, the custodian is responsible for reviewing monthly reconciliation of petty cash funds, receipting the imprest amount, reviewing that all supporting receipts and documentation are authorized and appropriate for Fire Authority expenditures, and for ensuring at time of replenishment that the balance remaining in petty cash fund, together with the replenishment voucher, equals the authorized balance.

**NOW, THEREFORE, BE IT RESOLVED** by the North County Regional Fire Authority Board of Fire Commissioners, as follows:

1. Per State Auditor requirements for Petty Cash Accounts, Katie Ellis is hereby appointed as the Fire Authority Petty Cash Fund Custodian, effective immediately, until such time as the resolution is revoked.
2. As Fire Authority Petty Cash Fund Custodian, Katie Ellis will be expected to carry out the duties summarized above and detailed in the BARS manual Section 3.8.8.20.
3. Fire Chief John Cermak and Executive Assistant Katie Ellis are designated as account signers for this Petty Cash Account held at Skagit Bank. All previous account rights for Anna Heinrich are hereby revoked by action of this resolution.

**ADOPTED** by the Board of Fire Commissioners of North County Regional Fire Authority, at a regular open public meeting thereof this 10<sup>th</sup> day of June, 2015, of which notice was given in the manner provided by law, the following Commissioners being present and voting.

**NORTH COUNTY REGIONAL FIRE AUTHORITY**

By: \_\_\_\_\_  
Larry Longley, Commissioner

By: \_\_\_\_\_  
Jeff Sinker, Commissioner

By: \_\_\_\_\_  
Dave Fennel, Commissioner

By: \_\_\_\_\_  
Bob Magee, Commissioner

By: \_\_\_\_\_  
Greg Oakes, Commissioner

By: \_\_\_\_\_  
Janet Iverson, Commissioner

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ATTEST:

\_\_\_\_\_  
Katie Ellis Fire Authority Secretary Board of  
Fire Commissioners

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**CERTIFICATION**

I, the undersigned, Secretary of North County Regional Fire Authority (the "Fire Authority"), hereby certify as follows:

1. The attached copy of Resolution No. 06102015-01 (the "Resolution") is a full, true and correct copy of the Resolution duly adopted at a regularly scheduled meeting of the Board of Fire Commissioners of the Fire Authority (the "Board") held on June 10, 2015, as the Resolution appears on the minute book of the Fire Authority and the Resolution is now in full force and effect.
2. A quorum of the members of the Board was present throughout the meeting and a majority of those members present voted in the proper manner for the adoption of the Resolution.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 10th day of June, 2015.

\_\_\_\_\_  
Katie Ellis Fire Authority Secretary  
Board of Fire Commissioners