



Number: **BP 052**

Authority: Board of Directors

Effective: March 6, 2025

Revised:

Reviewed: February 18, 2025

Initiating Dept./Div.: Administration/Finance

BOARD POLICY

ACCOUNTS PAYABLE

PURPOSE

To set forth a policy for the District delegating certain authority over the accounts payable function to staff, specifically regarding the prudent oversight and management of certain invoices and disbursements.

POLICY

- Pursuant to California *Health & Safety Code* section 6794(b), checks may be issued to pay claims and demands without prior approval by the Board of Directors before payment so long as the District Treasurer determines that the demands are payable within the District's approved budget.
- The General Manager shall adopt and enforce internal procedures over the accounts payable function to supplement this Board Policy establishing internal controls with measures to prevent fraud and ensure accountability, and which are necessary for financial reporting in conformance with generally accepted accounting principles.
- On a monthly basis, the District Treasurer shall present to the Board a listing of those disbursements issued by the finance division that have not yet been presented to the Board for receipt and filing. The report shall be signed by the Treasurer attesting that the disbursements contained therein were payable within the District's approved budget to the best of his/her knowledge.

POLICY REVIEW

This policy shall be reviewed at least biennially to ensure alignment with current strategic priorities set by the Board. Any changes must be approved by the Board following initial review by the Administration Committee.

[Original Retained by the Secretary of the District]