

**San Juan County Public Hospital District #3  
Orcas Island Health Care District**

**RESOLUTION 2018-13**

**RESOLUTION APPOINTING AUDITING OFFICER(S) FOR THE PURPOSE OF AUTHORIZING THE  
ISSUANCE OF WARRANTS AND ELECTRONIC TRANSACTIONS PRIOR TO THE BOARD OF  
COMMISSIONERS APPROVAL**

WHEREAS, the Board of Commissioners of Orcas Island Health Care District will incur certain expenses associated with the establishment and operation of the District; and,

WHEREAS, The District must approve vouchers for the District's warrants and claims in a timely and consistent manner; and,

WHEREAS, it would be of financial benefit to appoint one or more Auditing Officers to certify the voucher approval document for the correct and certified submission of vouchers to the San Juan County Auditor Office without awaiting a Board of Commissioners meeting to authorize specific payments; and,

WHEREAS, RCW 42.24.180 authorizes the issuance of warrants and checks before approval of the vouchers by the Board of Commissioners in order to expedite the payment of claims; and,

WHEREAS, this District is required to enact certain policies and procedures pursuant to RCW 42.24.180. NOW THEREFORE, BE IT RESOLVED, that the following policies and procedures are hereby adopted:

1. All routine operating claims against Orcas Island Health Care District will be pre-audited and signed by an Auditing Officer.
2. Orcas Island Health Care District establishes the necessary purchasing and disbursing procedures to implement effective internal control for issuance of warrants and claims
3. The Board of Commissioners shall review and approve the claims paid at its next regularly scheduled public meeting; and,
4. If the Board of Commissioners disapproves some claims, the Auditing Officers will recognize these claims as receivables of the District and will pursue collection diligently until the amounts are either collected or the Board of Commissioners approves the claims.

FURTHER RESOLVED, that the Board of Commissioners of Orcas Island Health Care District hereby appoints \_\_\_\_\_ and \_\_\_\_\_ as Auditing Officers and authorizes either of them to submit vouchers for payment and disbursement in accordance with this resolution prior to the Board taking action to approve said claims;

Adopted this \_\_\_\_\_ Day of \_\_\_\_\_, 2018.

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President and Commissioner, Richard Fralick

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Commissioner, Pegi A. Groundwater

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Commissioner, Art Lange

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Commissioner, Diane Boteler M.D.

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Secretary and Commissioner, Patricia Miller

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