

**RESOLUTION #2018-18**

**A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF THE  
IMMOKALEE FIRE CONTROL DISTRICT ADOPTING DISTRICT POLICY  
912 – CASH MANAGEMENT**

The undersigned, being all of the Fire Commissioners of the Board of Fire Commissioners of the Immokalee Fire Control District, a governmental entity, by this instrument at a meeting of the Board of Fire Commissioners, hereby consent to the following resolutions:

**WHEREAS**, the Board of Fire Commissioners of the Immokalee Fire Control District desires to revise District Policy 912 – Cash Management to provide for the deposit of District funds and the segregation of duties related to deposits and disbursements of District funds; and

**WHEREAS**, the Board of Fire Commissioners of the Immokalee Fire Control District desires to adopt District Policy 912 – Cash Management attached hereto as Attachment 1;

**NOW THEREFORE**, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF THE IMMOKALEE FIRE CONTROL DISTRICT that District Policy 912 – Cash Management attached hereto as Attachment 1, is hereby adopted.

This resolution shall take effect immediately upon its adoption.

The foregoing resolution was offered by Commissioner Olesky who moved for its adoption. The motion was seconded by Commissioner Halman, and the Vote was as follows:

Commissioner Patricia Anne Goodnight  
Commissioner Joseph Brister  
Commissioner Edward Olesky  
Commissioner Bonnie Keen  
Commissioner Robert Halman

POG  
JB  
EO  
BK  
RH

Duly passed and adopted on this 15th day of November, 2018.

Board of Commissioners of the Immokalee Fire Control District

By: PA Goodnight  
Patricia Anne Goodnight, Chair

# ATTACHMENT 1

## ***IMMOKALEE FIRE CONTROL DISTRICT DISTRICT POLICY***

|                            |                            |
|----------------------------|----------------------------|
| <b>TITLE</b>               | <b>912 Cash Management</b> |
| <b>Board Adoption Date</b> | <b>November 15, 2018</b>   |
| <b>Resolution #</b>        | <b>2018-18</b>             |
| <b>Effective Date</b>      | <b>November 15, 2018</b>   |
| <b>Revision Date</b>       |                            |

### **PURPOSE**

This policy is designed to assist in the provision for deposit of District funds, the investment of surplus funds, the establishment of petty cash account, and the segregation of duties related to accounts payable and receivable processes to enhance internal controls.

#### **1. Deposit and Investment of District Funds**

The District's deposits are held in qualified public depositories pursuant to Chapter 280, Florida Statutes, Florida Security for Public Deposits Act. Under the Act, all qualified public depositories are required to pledge eligible collateral having a market value equal to or greater than the average daily or monthly balance of all public deposits, multiplied by the depository's collateral pledging level. The pledging level may range from 50% to 125% depending upon the depository's financial condition and establishment period. All collateral must be deposited with an approved financial institution. Any losses to public depositors are covered by applicable deposit insurance, sale of securities pledged as collateral and, if necessary, assessments against other qualified public depositories of the same type as the depository in default.

Florida Statutes authorize the District to invest any surplus public funds in the Local Government Surplus Funds Trust Fund administered by the State Board of Administration, negotiable direct obligations of the United States Government, interest bearing time deposits or savings accounts provided that any such deposits are secured by collateral as prescribed by law, obligations of the Federal Farm Credit Banks, obligations of the Federal National Mortgage Association and securities of, or other interest in, any open end or closed end management type investment company or investment trust. Also included in eligible funds is the Florida Fixed Income Trust.

The District will file the Public Depositor Report to the State Treasurer's Office no later than November 15<sup>th</sup> of each year as required by Florida Statute 280. The Chairman of the Board of Fire Commissioners or the Treasurer of the Board of Fire Commissioners is authorized to execute the Public Depositor Report on behalf of the District.

#### **2. Petty Cash**

The District may establish one or more petty cash accounts for regular operations.

# ATTACHMENT 1

## ***IMMOKALEE FIRE CONTROL DISTRICT DISTRICT POLICY***

Regular operations include cash payments for goods and services related to District operation and maintenance which do not exceed the amount identified as the maximum amount per disbursement from Petty Cash pursuant to the District's Purchase Policy. Such goods and services include, but are not limited to, such items as station or equipment supplies and materials or costs for meetings and seminars conducted or sponsored by the District including refreshments and meals. Each petty cash fund shall be set at an amount no greater than \$100 unless authorized by the Board of Commissioners. The petty cash is to be maintained in a secure manner. Cashing of any checks is prohibited.

### **3. Deposits**

The procedure for processing all District deposits shall be in accordance with Standard Operating Guideline 100.09.

### **4. Accounts Payable and Disbursements**

The procedure for processing all disbursements from District funds shall be in accordance with Standard Operating Guideline 100.10