

CRESTLINE SANITATION DISTRICT

MEMORANDUM

DATE: 09/14/2023

TO: BOARD OF DIRECTORS
Crestline Sanitation District

FROM: DAWN GRANTHAM
Assistant General Manager

SUBJECT: *Resolution No. 108 Establishing a Check-Signing Policy*

- A. RECOMMENDATION**
I recommend adoption of Resolution No. 108 and updating the Districts' check signers. I recommend to include two District employees and at least two Board Members.
- B. REASON FOR RECOMMENDATION**
Currently the only check signers are Ron Scriven, General Manager, and Dawn Grantham, Assistant General Manager.
- C. OTHER INFORMATION**
Once the Resolution has been approved, it will be taken to California Bank & Trust to have a signer card created. Each signer will then need to sign the card at the bank, it will not be valid until all the signers have signed.
- C. ATTACHMENTS**
Resolution No. 108

RESOLUTION NO. 108

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CRESTLINE SANITATION DISTRICT
ESTABLISHING A CHECK-SIGNING POLICY**

WHEREAS, the Board of Directors of the Crestline Sanitation District finds as follows:

A. The Crestline Sanitation District (“the District”) is a self-governing special district organized and operating pursuant to California Health and Safety Code Section 4700 et seq.

B. Pursuant to applicable law, the District’s Board of Directors (“the Board”) is authorized to establish a depository for District funds and a procedure for depositing, transferring, and withdrawing monies therefrom.

C. The Board has established California Bank & Trust (“CB&T”) as a depository for District funds.

D. The Board wishes to formally establish a procedure for depositing, transferring, and withdrawing monies from its CB&T account(s).

THEREFORE, THE BOARD OF DIRECTORS of the Crestline Sanitation District does hereby resolve as follows:

1. The Board hereby adopts the following procedure for drawing and signing checks from its CB&T account(s):

(a) All District checks shall bear one (1) signature from any combination of the following members of the Board and/or District employees:

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)

(b) The District's procedure for drawing and signing checks shall at all times adhere to generally accepted accounting and auditing principles. Said principles shall operate to completely and at all times accurately reflect the District's then-current financial condition and clearly track all account transactions.

2. In implementing this Resolution, the District shall comply with all applicable provisions of Government Code Section 53600 et seq., and Government Code Section 53630 et seq.

3. A District official as designated by the Board shall make quarterly (or more frequent) reports to the Board, as the Board shall determine, regarding the receipts and disbursements and balance in the CB&T account(s). Such official shall sign the reports and file them with the Board.

4. The provisions of this Resolution shall take effect immediately upon adoption and may be amended and/or rescinded by the Board as deemed necessary in the exercise of its discretion.

Adopted this 14th day of September, 2023.

AYES:
NOES:
ABSTAIN:
ABSENT:

Chairman, Board of Directors

ATTEST:

Secretary, Board of Directors