

RESOLUTION NO. 2024-36
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
ADOPTING POLICY 2160 INTERNAL CONTROLS

WHEREAS, the Board of Directors (Board) of the Georgetown Divide Public Utility District (District) and staff have a duty to be good fiscal stewards and safeguard the assets of the District; and

WHEREAS, the Board of Directors, District management, and staff are accountable to the public for efficient and effective use of the assets of the District; and,

WHEREAS, a formal written policy on internal control is a beneficial tool to safeguard assets and ensure fiscal accountability; and,

WHEREAS, the Ad Hoc Policy Committee approved the attached Policy 2160 Internal Controls and recommended it to the Board of Directors for approval; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT RESOLVES AS FOLLOWS:

1. The Board of Directors hereby adopts Policy 2160 Internal Controls attached as Exhibit A.
2. The General Manager is hereby authorized to certify and implement the policy.
3. The General Manager is hereby authorized to continuously monitor the effectiveness of the Internal Control Policy and recommend improvements on an as-needed basis.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 2nd day of May 2024, by the following vote:

AYES: Saunders, Stovall, Thornbrough, Seaman and MacDonald

NOES: None

ABSENT/ABSTAIN: None



Mitch MacDonald, President, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

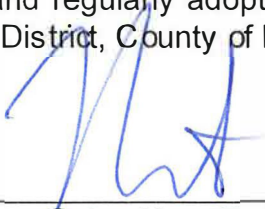
Attest:



Nicholas Schneider, Clerk, and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CERTIFICATION

I hereby certify that the foregoing is a full, true, and correct copy of Resolution 2024-36 duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 2nd day of May 2024.



Nicholas Schneider, Clerk, and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Internal Controls

POLICY NUMBER: 2160

Adopted: May 2, 2024

Amended:

REFERENCES:

Section 2160.01 Purpose

The Georgetown Divide Public Utility District is committed to ensuring accurate financial reporting, through maintaining precise records and implementing protective measures. This policy serves to safeguard the District and ensure that functions are established that minimize risk, protect assets, promote operational efficiency, and ensure adherence to governing laws, regulations, and best practices.

Section 2160.02 Procedures for Separation of Duties

There will be established procedures for the adequate separation of duties, including at least the following:

- A. A receipt log of all cash/checks received will be prepared daily by an employee not in the Finance department.
- B. The accounting Office Finance Manager prepares and oversees the daily deposits and ensures they balance utilizing the District's accounting software.
- C. The Finance Director confirms that the daily deposits agree with the original of the receipt log which he/she maintains.
- D. The bank reconciliation will be prepared promptly after month's end by an employee with no authority to prepare or sign checks or authorize other debits against the account.
- E. All invoices presented for payment must be approved by an authorized person, every check must be signed by two authorized signers.
- F. All paid invoices shall be so marked and filed for reference.
- G. The same employee cannot be responsible for authorizing transactions, collecting, or paying bills, and maintaining accounting records.

Section 2160.03

There will be an annual financial audit and any finding(s) shall be reported directly to the President of the Board of Directors with simultaneous notice to the General Manager.

Section 2160.04

There will be biennial audits of the Property/Liability and Workers' Compensation Program claims paid by the District and those report(s) will be promptly presented to the Board of Directors.

Section 2160.11

Any payment of funds for claims and/or allocated loss adjustment expenses will be made in accordance with the District's General Counsel's recommendation.

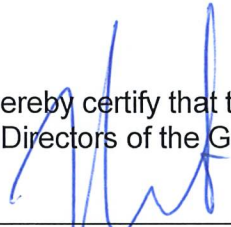
Section 2160.12

The Board of Directors confirms that the Board will review these internal control policies upon completion of each year's audit with input from its external auditor.

This Policy No. 2160 supersedes any policy inconsistent with the provisions included above.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 2160 adopted by the Board of Directors of the Georgetown Divide Public Utility District on May 2nd, 2024.



Nicholas Schneider, Clerk, and Ex-Officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

DISTRIBUTION: