

RESOLUTION NO. 2024-04

A RESOLUTION OF THE OKANOGAN COUNTY TRANSIT AUTHORITY AMENDING THE OKANOGAN COUNTY TRANSIT AUTHORITY ACCOUNTING MANUAL-FINANCIAL MANAGEMENT POLICIES AND PROCEDURES REGARDING CASH DISBURSEMENTS AND CHECK SIGNING.

WHEREAS, the Okanogan County Transit Authority (“OCTA”) has previously adopted an Accounting Manual-Financial Management Policies and Procedures (“Accounting Manual”); and

WHEREAS, the Board of Directors (“Board”) of OCTA have required by Resolution that two (2) signatures are required on the North Cascades Bank Revolving Account-Operating Costs of OCTA, with the General Manager, Operations Manager, Chairperson or Vice Chairperson of OCTA as authorized signatories; and

WHEREAS, it is necessary to amend the Accounting Manual to be consistent with the requirements of the Board.

NOW, THEREFORE, be it resolved by the Board of OCTA as follows:

Section 1. Page 17, Policy Implementation, subparagraph 7, of the Accounting Manual which reads as follows:

Two (2) signatures are required on checks. Such persons authorized as signatories shall be the General Manager, Chairperson or Vice Chairperson. The Board will approve the voucher certification at regularly scheduled meetings.

be and is hereby amended to read as follows:

Two (2) signatures are required on checks. Such persons authorized as signatories shall be the General Manager, Operations Manager, Chairperson or Vice Chairperson. The Board will approve the voucher certification at regularly scheduled meetings.

Section 2. Page 28, Check Signing, of the Accounting Manual which reads as follows:

TRANGO uses physical signatures or electronic signatures from approved signers as authorized by the Board.

Two (2) authorized signatures are required on checks, and the authorized signers include the General Manager, the Chairperson or Vice Chairperson.


be and is hereby amended to read as follows:

TRANGO uses physical signatures or electronic signatures from approved signers as authorized by the Board.

Two (2) authorized signatures are required on checks, and the authorized signers include the General Manager, Operations Manager, the Chairperson or Vice Chairperson.

PASSED by the Board of OCTA at its regular meeting on February 21, 2024.

APPROVED:

By 
Cindy Gagne, Chairperson

ATTEST:

By: 
Crystal Hawley, Clerk of the Board

APPROVED AS TO FORM:


W. Scott DeTro, Attorney for OCTA