

**Kittitas County  
Board of County Commissioners**

**Agenda Staff Report**

**Agenda Date:** October 4, 2016

**Action Requested:** Request to approve a Resolution to Approve an Interlocal agreement between Kittitas County and Kittitas County Water District #2 to have Kittitas County Water District #2 process their own Accounts Payable and Payroll warrants Independent of the Kittitas County Auditor's Office Warrant Processing System

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**Background:**

The State Auditor allows Special Purpose Districts to issue their own checks for Accounts Payable and Payroll. The County Auditor and County Treasurer met to review the request from Water District #2 (Ronald) to issue their own checks. The review of the Districts State Audit report showed the district has not had any issues. There was a review of the average amount of checks issued in the past 2 years to determine the acceptable request to establish their imprest account. The request has been approved by both County Auditor and County Treasurer. The District has established by their Resolution 1-2016 an imprest account in the amount of \$15,000.

The district will process their checks and submit a request for reimbursement, which will be sent to the districts bank account electronically via ACH.

This will be more efficient for each entity.

**Recommendation:** Request to approve a Resolution to Approve an Interlocal agreement between Kittitas County and Kittitas County Water District #2 to have Kittitas County Water District #2 process their own Accounts Payable and Payroll warrants Independent of the Kittitas County Auditor's Office Warrant Processing System

**Interaction**

Christopher Horner, Deputy Prosecutor  
Prosecutor job #34884

**Handling:** Judy will remit as scanned copy to the district.

**Attachments:** Resolution to Approve an Interlocal agreement

**Lead Staff** Judy Pless, Budget & Finance Manager  
Kittitas County Auditor's Office