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August 16, 2017

Kittitas County Fire District #7
123 East 1st Street
Cle Elum WA 98922

Dear Commissioners:

Please consider receipt of this letter approval by the Kittitas County Auditor and Kittitas County Treasurer for the Kittitas County Fire District # 7 to pay expenditures including payroll through an imprest account, provided that the following conditions are met:

- 1) Kittitas County Fire District #7 shall adopt and adhere to appropriate procedures and internal controls to process expenditures through the establishment of an imprest account consistent with the Washington State Budgeting, Accounting, and Reporting System (BARS), and as required by federal and state law, including the conditions set forth in RCW 42.24.180, and as agreed to in the Interlocal Agreement executed by Kittitas County.
- 2) Kittitas County Auditor will reimburse the imprest account through a voucher listing submitted by Kittitas County Fire District #7 to Kittitas County Auditor and approved with signature by Kittitas County Fire District #7 Commissioners, on a monthly basis.
- 3) Kittitas County Auditor reserves the right to review all Kittitas County Fire District #7 records related to the operation of the imprest account.
- 4) Future changes to the established imprest account or the imprest amount must be approved by Kittitas County Auditor/Kittitas County Treasurer prior to adoption by Kittitas County Fire District #7.
- 5) Kittitas County Fire District #7 will furnish to Kittitas County Auditor/Kittitas County Treasurer a copy of any imprest account bank statements on a monthly basis.
- 6) This approval shall be effective immediately and shall continue in effect indefinitely. Kittitas County Auditor/Kittitas County Treasurer reserve the right to terminate this arrangement upon thirty (30) days written notice.

Thank you in advance for your cooperation

KITTITAS COUNTY AUDITOR

By: 
Jerald V. Pettit, County Auditor

KITTITAS COUNTY TREASURER


Brett Wachsmith, County Treasurer