

How to Prepare a Claim Voucher/Request for Payment/Green Sheet

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1. Finance Officer (FO) receives invoices/bills. Requests for Payment/vouchers are prepared monthly. Voucher with original bills attached is prepared for the county, and one copy is made for district file. **KEEP COPIES OF EVERYTHING.** In a special circumstance, a voucher may be prepared out of cycle.
2. To complete voucher, open blank voucher form and fill in information. **OR, Open old voucher, rename with new date, Save As,** and then input new amounts for current voucher. You can insert row or delete row (highlight the item above, go to home, click insert)
3. Date. The date will autofill on the day the voucher is completed if using blank form. Otherwise, change date to current.
4. Coding accuracy is very important for transaction type, index code, object code. Use as reference the Chart of Accounts in the finance binder, the vendor numbers in the finance binder, and prior vouchers.
5. Description line accommodates up to 50 characters. Do not use # or *. Each description starts with GWCSO. Use dates and invoice numbers from bills for ease of tracking and confirming billing. e.g. "Legal Services May 2015 Inv 6109".
6. Include date of invoice and account number if there is space. 50 characters is not much, and there will be an error message if description is too long.
7. Vouchers will be approved with two director signatures, if directors are on approved signature list. In the case of vouchers for road and other contracts, finance person will confirm with GM that work has been completed and bill should be paid.
8. If a voucher includes reimbursement for a director, that director should not be one of the signatories on that voucher.
9. Completed packets are hand carried to county auditor's office and date stamped to show delivery.
10. Voucher packet is scanned and emailed to Board Members, GM (and consultants?) for review. Any questions should be asked at next Board meeting.
11. An electronic version of the voucher is saved to electronic file("Req for Pay").
12. Place district's copy of date stamped signed voucher in finance binder for reference.

How to Establish a New Vendor

1. The current vendor list is not available online. Keely provides these numbers upon request.
2. From time to time, the CSD may want to use a vendor who is not approved by the county. In this case, a new vendor number needs to be obtained.
3. Establishing a new vendor requires two steps. All forms are available at auditor's web site. Print out both forms.

4. The new vendor completes and signs the vendor form providing ssn or employee id numbers and other pertinent information.
5. The CSD completes the request for new vendor form.
6. Both forms are delivered to auditor's office and date stamped. **MAKE A COPY OF THE COMPLETED FORMS.** You may have to provide this info again if forms are mislocated at county.

How to Report Information to Board

1. It is not necessary to review each bill at Board meetings. As long as two directors review and sign a claim voucher, with GM review as appropriate, the voucher can be incorporated into the consent calendar for the monthly meeting.
2. GM, FO and board members are responsible for checking that the bill is accurate and either previously approved by Board motion, or an ongoing bill (SDRMA, PO box, Storage rental, CSDA, etc).
3. FO/GM/Board members use monthly county printouts and voucher copies to prepare monthly report to Board on current financial status of CSD.
4. In order to prepare reports in time for monthly meeting agenda, email or call Keely for these reports at the end of the first week of the month.
5. FO checks county information against vouchers to confirm what bills have been paid and what bills are still outstanding. A summary is prepared so that Board members and others have recent information and balances.
6. Report reflects summary by object code, and a list of outstanding invoices.
7. Report is saved electronically in "FO Report for (month/year)".
8. FO makes five copies for distribution to public at meeting.
9. Hard copy of report is filed in finance binder.