



COMMISSION POLICY Prior Approved Checklist

Category: Governance	Subcategory:	Policy Number:
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Section I - Introduction

The Grand Rapids Public Utilities Commission (GRPUC) may delegate its authority to pay certain claims prior to a Commission meeting per MN SS 412.271 subd 8. This authority may be given by the Commission to an administrative official. Administrative officials include a General Manager or senior fiscal officer. To delegate this authority, the Commission must do the following:

- Adopt a resolution specifying the type of claims to be paid and the administrative official to whom this authority is granted.
- Internal accounting and administrative control procedures must be established to ensure the proper disbursement of public funds. They must include frequent periodic Commission review of the administrative officials' actions. When money is disbursed under these procedures, a list of expenditures must be submitted for the Commission's ratification at the next meeting.
- Annual audited financial statements must be prepared and certified by an independent public accountant or the state auditor.

Section 2 - Policy

The GRPUC shall adopt the attached resolution to allow for paying certain claims prior to the Commission meeting approval. The list below identifies the types of claims that may be paid before Commission approval.

Examples of these claims (bills) are:

- Reoccurring monthly bills which have a short payment term and have a financial penalty when paid late. Some examples: utility bills, UPS charges for freight, purchased power.
- Reimbursements to employees.
- Monthly PCard payment to Wells Fargo bank.
- Bond principal and interest payments.
- Payments to vendors who have approved contracts.
- Payments to vendors who offer payment discount terms which are due before the commission meeting.

- Reimbursement of Petty Cash.
- Payments to the State of Minnesota or US Treasury for regulatory payments or payments required by law. Examples are sales tax, local sales tax, use tax, payments to MNPCA, payroll taxes, workers' compensation payments, unemployment payments.
- Payments to approved medical, dental, life, and disability insurance vendors for monthly insurance premiums.
- Payments for general liability, property, vehicle and other insurance coverage.
- Payments to insurance companies for policy *claims* and deductible amount.
- Registration and/or lodging for an approved professional development activity, if a discount is offered for early registration.
- Payments to customers for approved conservation improvement program rebates.
- *Payments which will negatively impact the utility operations, if the payment followed procurement policy. These payments must be approved by the general manager.*

Section 3 – Authority

This policy grants authority to the top financial manager to pay certain claims prior to a Commission meeting.

GRPU Commissioner

GRPU Commissioner

POLICY HISTORY:

Adopted:

Revised: