

**SAN JUAN COUNTY UTAH
ORDINANCE NO 2021- ____**

AN ORDINANCE ESTABLISHING AN INTERNAL ADMINISTRATIVE DIVISION OF RESPONSIBILITIES AND INTERNAL CONTROLS FOR VARIOUS DEPARTMENTS AND OFFICES WITHIN

WHEREAS, pursuant to Utah Code Annotated §51-7, State Money Management Act, and Utah Code Annotated §17-24-1 General duties of Treasurer, the County Treasurer has determined it is in the best interest of the County to establish an internal and administrative policy for those Departments and Offices who have different roles in taxing and accounting processes so that there is a system of checks and balances;

WHEREAS, regarding Property Taxes: The San Juan County Treasurer is responsible for the collection, distribution, and reconciliation of property taxes levied by all of the taxing entities in San Juan County;

WHEREAS, regarding County Finances: The Treasurer is responsible for the banking, reconciliation, management, and investment of all San Juan County funds;

WHEREAS, Cash management duties are performed in accordance with the State Money Management Act, Utah Code Annotated §51-7;

WHEREAS, this Policy establishes the Internal Controls of Cash Receiving, Cash Receiving-Real Property Taxes, Payment from Tax Checking Account, Accounts Payable, Payroll, and Bank Reconciliations;

WHEREAS, this ordinance shall become effective fifteen (15) days after its passage and upon at least one publication of the ordinance or a summary thereof in a newspaper published and having general circulation in San Juan County.

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE COUNTY LEGISLATIVE BODY OF SAN JUAN COUNTY, UTAH, THAT: the Board of San Juan County Commissioners

PASSED, ADOPTED, AND APPROVED by the Board of San Juan County Commissioners this 19th day of January 2021, by the following vote:

Those voting aye:

Those voting nay:

Those absent or abstaining:

BOARD OF SAN JUAN COUNTY COMMISSIONERS

Willie Grayeyes, Chair

ATTEST:

John David Nielson, Clerk/Auditor

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San Juan County Treasurer
Division of Responsibilities and Internal Controls

Division of Responsibilities

The various Departments and Offices of San Juan County have different roles in taxing and accounting processes so that there is a system of checks and balances. The primary functions of the Treasurer are as follows:

Property Taxes: The San Juan County Treasurer is responsible for the collection, distribution, and reconciliation of property taxes levied by all the taxing entities in San Juan County.

County Finance: The Treasurer is responsible for the banking, reconciliation, management, and investment of all San Juan County funds. Cash management duties are performed in accordance with the State Money Management Act, Utah Code Annotated §51-7. Most funds held by the Treasurer are invested in the Utah Public Treasurers Investment Fund, which is administered by the Utah State Treasurer's office. Funds are also invested with Zions Wealth Administration.

Internal Controls

Cash Receiving:

Cash receipts are entered into the accounting system by the department which received them or by the Clerk's Office. Individual entries are assigned a number sequence within the system in order to differentiate each receipt. The Treasurer's office verifies the receipt and deposits it to the bank, balancing the cash receipt tickets with the cash received. The originating department needs to bring two signed copies of each cash ticket, one for the Treasurer and one originating department. Cash receipts are signed by the originator, then verified, signed and deposited each day by the Deputy Treasurer and reviewed by the Treasurer. Cash receipts are balanced each day with system totals and bank balances.

Cash Receiving – Real Property Taxes:

Processed in Treasurer's Office

Daily balancing of entries with cash (totals for given day)

Daily balancing of Tax System totals with Tax Balance Spreadsheet totals and cash in tax accounts (year-to-date totals)

Daily balancing with bank

Payments from Tax Checking Account:

Processed in Treasurer's Office
Checks require 2 signatures

Accounts Payable:

Processed in Clerk's Office
Funds transferred by Treasurer
Approved by Commissioners
Checks require 2 signatures

Payroll:

Processed in Clerk's Office
Funds transferred by Treasurer
Payroll batches are approved by Treasurer
Payments are direct deposits

Bank Reconciliations:

Bank reconciliations are done by the opposite department (the department not processing the checks or deposits) and within 30 days after the end of each month.

General Fund Checking – Processed by Deputy Clerk, Reconciled by Deputy Treasurer, Reviewed by Treasurer and Clerk/Auditor

Payroll Checking – Processed by Deputy Clerk, Reconciled by Deputy Treasurer, Reviewed by Treasurer and Clerk/Auditor

Tax Checking – Processed by Treasurer's Office, Reconciled by Clerk/Auditor, Reviewed by Deputy Treasurer and Treasurer

Tax Savings – Processed by Treasurer's Office, Reconciled by Clerk/Auditor, Reviewed by Deputy Treasurer and Treasurer

Revised: 1/15/2021