

**Financial Management Plan
Warren County, Pennsylvania**

The following fiscal policies regarding cash management, voucher check system and receipt and audits of funds are strictly adhered to by the County of Warren:

- Depositories:

(a) The county commissioners together with the county treasurer shall, from time to time, designate by resolution a depository or depositories for all county funds to be deposited. Such depository or depositories shall be banks, banking institutions or trust companies, located in the Commonwealth.

(b) Depositories so designated shall, upon receipt of notice of their selection as a depository of county funds, furnish a bond to secure payment of deposits and any interest to the county, secured by a surety company, or by the depositing in escrow of securities so held in escrow, the securities in every case to be approved by the commissioners. Such bonds shall be in a sum to be fixed by resolution of the county commissioners. The depository shall not be required to furnish a bond or deposit securities in escrow to secure payment of deposits and interest insured by the Federal Deposit Insurance Corporation.

(c) The county treasurer shall, upon the designation of such depository or depositories, immediately, transfer thereto all county funds to be deposited, and shall, thereafter, keep such deposits solely in such depository or depositories in the name of the county. Withdrawals from such depository shall be only drawn by the treasurer, upon properly authorized checks or by other commercially accepted methods of electronic funds transfer which have been specifically approved by the board of commissioners.

(d) Neither county commissioners nor treasurers complying with the provisions of this section, nor their surety or sureties, shall be chargeable with losses of county funds caused by failure or negligence of such depository or depositories.

- Voucher System:

The fiscal director shall date, upon receipt, all bills, claims and demands presented to him, which he approves and only for such as he approves, and shall forward the bill, claims or demands along with checks therefore to the county commissioners for their approval or, if already approved by the commissioners, for their signatures as provided in this section. If the county commissioners approve payment of a bill, claim or demand, at least two commissioners shall sign the check as properly drawn upon the county treasury. In such cases facsimiles of their signatures may be used.

The bill, claim or demand shall be returned to the fiscal director for filing in his office and the check shall be forwarded to the county treasurer. The county treasurer shall sign the check as his draft upon the county treasury, but he shall not sign any check not already signed, as herein provided, by the commissioners and the fiscal director. Every check issued shall include reference to its corresponding bill, claim or demand as well as the number or numbers which may be put upon it by the county treasurer. If

the county commissioners refuse to approve any bill, claim or demand, they shall return the same together with the check involved to the fiscal director for filing in his office.

At least two commissioners shall sign the checks either personally or by facsimile, and they shall be forwarded, together with a check register or similar description of the corresponding bill, claim or demand providing a clear description of the nature and purpose of the expenditures, to the county treasurer for his signature. In all cases the cancelled checks or official bank record thereof, shall be filed in the office of the county treasurer, but he shall transmit, at such times as the fiscal director shall establish, a list of all checks paid from the county treasury and not previously transmitted, along with appropriate identification.

The county treasurer and the fiscal director are authorized to use a facsimile signature on any check which they are required to sign. Nothing in this section shall preclude the receipt or transfer, provided that adequate and recognized fiscal and procedural controls, together with proper system security, are in place.

- Reports to Commissioners:

The fiscal director shall report to the commissioners monthly or more often, if required by them, the amount of outstanding checks registered and the amount of money in the treasury or the amount of any particular unencumbered appropriation items involved.

- Receipts and Audits of Treasurer's Fund:

The county treasurer shall receive and receipt for all moneys due or accruing to the county. They shall keep proper accounts of all moneys received and disbursed. They books shall be, at all times during office hours, open to the inspection of the fiscal director and the commissioners.

They shall issue receipts, at least in triplicate, for all moneys received for the county, and shall transmit the duplicate or triplicate thereof daily to the fiscal director. Said receipts shall be serially numbered, shall indicate the amount of money received, from whom, on what account and the date.

They shall likewise keep daily records of all disbursements from the county treasury, and shall forward daily records thereof to the fiscal director, or the commissioner as the case may be. The fiscal director shall have the right to a certified daily or monthly deposit slip from the county depository or depositories, without prejudice to the said depositories, of all moneys deposited in the name of the county by the treasurer.

They shall state his accounts at the end of each fiscal year, which statement shall be examined by the commissioners and delivered by them to the auditors for settlement.

All taxes, penalties, fines, and costs collected by the county treasurer and belonging to any city, borough, township, incorporated town, school district or institution district shall be entered and carried in the books of the county in the same manner as county moneys, shall be audited in like manner, and when

paid to the taxing district entitled thereto, as provided by law, such payments shall be made on voucher checks in the same manner as payments are made of county moneys.