



# Memo

**To:** Board of Commissioners

**From:** Carrie Monforte

**Date:** 2/24/2023

**Re:** Authorization and Assigning of Financial Responsibilities

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With the current changes on our staff, we will need to update contacts and authorizations with our financial institutions. We normally have 2 auditing officers, the Director and the Treasurer. In this case, I recommend that we authorize the Secretary in the absence of a Director, in order to keep the flow of vouchers and payroll steady through our transition period.

This action includes the following:

- Adding the Secretary as an Auditing Officer – See Resolution 2023-01.
- Removing Doug as auditing officer, from our bank accounts, and credit cards.
- Authorizing Matt & Krista (by name) as financial contacts for our Bank Account for Direct Deposit payroll.
- Authorizing Krista as a signator for vouchers and investments.
- A new signature sheet on file at the county.

These are approval items and will require action from the board. The action would be approval of the resolution, and a separate motion for the other items.

The chair and treasurer are already authorized in our policy manual to sign contracts for services, and the purchase of goods and/or property.