

# ANNUAL REPORT CERTIFICATION

Leavenworth Transportation Benefit District

(Official Name of Government)

2978

MCAG No.

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor's Office

For the Fiscal Year Ended 12/31/2015

## GOVERNMENT INFORMATION:

Official Mailing Address PO Box 287  
Leavenworth, WA 98826

Official Website Address \_\_\_\_\_

Official E-mail Address \_\_\_\_\_

Official Phone Number 509-548-5275

## AUDIT CONTACT or PREPARER INFORMATION and CERTIFICATION:

Audit Contact or Preparer Name and Title Chantell Steiner Finance Director/City Clerk

Contact Phone Number 509-548-5275

Contact E-mail Address chantell@cityofleavenworth.com

I certify 25th day of March, 2016, that annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of my knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification. I acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, I acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

Signatures

Chantell Steiner (chantell@cityofleavenworth.com)

# Leavenworth Transportation Benefit District

## Schedule 01

For the year ended December 31, 2015

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
2978	001	Current Expense	3088000	Unreserved Cash and Investments-Beginning	\$79,523
2978	001	Current Expense	3132100	Public Transportation Systems Sales and Use Tax	\$280,152
2978	001	Current Expense	3614000	Other Interest	\$111
2978	001	Current Expense	5423050	Roadway	\$350,000
2978	001	Current Expense	5088000	Unreserved Cash and Investments-Ending	\$9,786

# Leavenworth Transportation Benefit District

MCAG #: 2978

STATEMENT C-4

## FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS

**For Year Ending: December 31, 2015**

1 Of 1

BARS CODE		Total For All Funds Total Amount	001 - Current Expense Actual Amount	Actual Amount
<b>Beginning Cash and Investments:</b>				
308.10	Reserved	0.00	0.00	0.00
308.80	Unreserved	79,522.71	79,522.71	0.00
	Prior Period Adjustments (388.80 or 588.80)	0.00	0.00	0.00
<b>Operating Revenues:</b>				
310	Taxes	280,151.93	280,151.93	0.00
320	Licenses and Permits	0.00	0.00	0.00
330	Intergovernmental	0.00	0.00	0.00
340	Charges for Goods and Services	0.00	0.00	0.00
350	Fines and Penalties	0.00	0.00	0.00
360	Miscellaneous	111.46	111.46	0.00
	<b>Total Operating Revenues</b>	<b>280,263.39</b>	<b>280,263.39</b>	<b>0.00</b>
<b>Operating Expenditures</b>				
510	General Government	0.00	0.00	0.00
520	Public Safety	0.00	0.00	0.00
530	Physical Environment	0.00	0.00	0.00
540	Transportation	350,000.00	350,000.00	0.00
550	Economic Environment	0.00	0.00	0.00
560	Mental and Physical Health	0.00	0.00	0.00
570	Culture and Recreational	0.00	0.00	0.00
	<b>Operating Expenditures</b>	<b>350,000.00</b>	<b>350,000.00</b>	<b>0.00</b>
	<b>Net Operating Increase (Decrease)</b>	<b>(69,736.61)</b>	<b>(69,736.61)</b>	<b>0.00</b>
<b>Non Operating Revenues:</b>				
391-393	Debt Proceeds	0.00	0.00	0.00
37X,380,395,398	Other Financing Sources	0.00	0.00	0.00
397	Transfers-In	0.00	0.00	0.00
	<b>Total Non Operating Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Non Operating Expenditures</b>				
591-593	Debt Service	0.00	0.00	0.00
594-595	Capital Expenditures	0.00	0.00	0.00
580, 596, 599	Other Financing uses	0.00	0.00	0.00
597	Transfers-out	0.00	0.00	0.00
	<b>Total Non Operating Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Increase (Decrease) in Cash and investments</b>	<b>(69,736.61)</b>	<b>(69,736.61)</b>	<b>0.00</b>
<b>Ending Cash and Investments</b>				
508.10	Reserved	0.00	0.00	0.00
508.80	Unreserved	9,786.10	9,786.10	0.00

*The accompanying notes are an integral part of this Statement*

**Leavenworth Transportation Benefit District**  
**Schedule 22 - Audit Assessment Questionnaire (unaudited)**  
**For Fiscal Year ended December 31, 2015**

Reference	#	Question	Answer	Explanation
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**INSTRUCTIONS FOR PREPARER**

The term "entity" as used in this Schedule 22 refers to the local government completing this Schedule 22. The term "governing body" is used in this Schedule 22 to describe the elected or appointed governing board of your entity. If the government preparing this questionnaire did not have any revenue activity during the year, please click the "Help" button to request more information about completing this Schedule 22.

For **guidance** to these questions, please refer to the document at, <http://www.sao.wa.gov/local/Pages/BARSReportingTemplates.aspx>.

Please click, "**Next**," to begin the Schedule 22. You may use the numbers above circled in blue to quickly navigate to a specific section of the Schedule 22. As with the rest of the Annual Report submission, it does not need to be completed all at once; you may leave and return to the Schedule 22 as needed.

**FINANCIAL ACTIVITY MONITORING**

1	Is a reconciliation of the government's bank accounts (including accounts with the County Treasurer) to the general ledger/books performed? This would include a reconciliation of both ending cash and investment balances as well as total activity in the bank accounts to the general ledger/books (for total revenues, expenditures, and balances).	Yes	
2	Identify the personnel in charge of performing the reconciliation function and, if applicable, the personnel in charge of reviewing and monitoring the reconciliation function.	Finance Director and City Administrator	
	<b>Note:</b> The job position will be sufficient for the identification purpose.		

Reference	#	Question	Answer	Explanation
	3	Journal Entries Process - Identify the personnel in charge of posting journal entries into the government's general ledger and, if applicable, the personnel in charge of reviewing and monitoring the journal entries being posted, both during the year and at year-end. The job position/title will be sufficient for the identification purpose.  <b>Note:</b> Some local governments do not perform journal entries to adjust its ledger. In those cases, this question can be answered "not applicable."	Finance Director	
	4	Has there been any change in the process or procedure for the preparation of financial statements, including posting year-end journal entries? If yes, please identify the significant changes that occurred.	No	

#### PERMANENT FILES

	5	Does the government have any changes in significant accounting estimates that have been used that are material to the financial statements? For example: compensated absence liabilities disclosed in the notes, any GASB 68 liabilities, etc.	No	
	6	Has the government had any changes (additions or dispositions) of component units, joint ventures, etc., in the reporting year? If yes, please identify the addition or disposition.	No	
	7	Has the entity contracted out for or recently re-assumed responsibility for any major function the government provides?	No	
	8	Does the government have any special compliance requirements, such as those related to material contracts or interlocal agreements?	No	
	9	Does the government use the <i>Budgeting, Accounting and Reporting System</i> (BARS) Chart of Accounts for its internal accounting systems?	Yes	
	10	Is this the most current BARS chart of accounts?	Yes	

Reference	#	Question	Answer	Explanation
	11	Does the government use any key software applications (for example, for general ledger, cash receipting, payroll, tax assessments, etc.)? <b>If yes</b> , please list the application and its function in the text box provided.	Yes	BIAS Accounting for General Ledger, Cash Receipting, Accounts Payable and Bank Reconciliation.
	12	Have there been any changes to the key accounting software from last year? For example: significant updates, changes in providers, etc.	No	

#### MATERIAL COMPLIANCE REQUIREMENT

	13	Does the government have any licensing, regulatory, contracting or granting oversight agencies with the ability to impose material penalties or otherwise play a fundamental role in the entity's operations or ability to continue business?	No	
	14	Is the government currently involved in any lawsuits?	No	

#### REVENUES AND EXPENDITURES

	15	Did the Entity receive any non-SAO audits during the year?	No	
	16	Does the Entity use a 3rd party vendor to bill or receipt funds? If yes, please list the vendor used and its purpose.	No	
	17	Cash Receipting - Does the government have any written policies and procedures related to cash receipting? This includes procedures for ensuring that funds received are recorded on a pre-printed, pre-number receipt book wherein the mode of payment is noted (as either cash, check, EFT, etc.) and that funds received are deposited within 24 of receipt?	Yes	
	18	Petty Cash – Does the government use any petty cash or imprest funds?	No	
	20	Credit cards – Does the government have any debit/credit cards or charge accounts?	No	
	24	Payroll – Does the entity directly employ any staff?	No	

#### SAFEGUARDING OF ASSETS

Reference	#	Question	Answer	Explanation
	25	Safeguarding Capital Assets – Does the government have an asset management policy that defines the entity’s capitalization threshold and protects assets susceptible to theft (including defining small and attractive assets)?	NA - No Capital/Small and Attractive Assets	
	26	Please select one of the options to describe the Entity's risk assessment activities. Formal process, informal process, or ad hoc (on the fly or as needed).	Informal Risk Assessment	

### TBD/EDC/IDC SPECIFIC QUESTIONS

<i>Informational</i>	41	What transportation improvement projects may be funded by the entity per the entity’s plan or establishing ordinance?	Through the Interlocal Agreement with the City of Leavenworth it would be any transportation improvement project and specifically those identified in the City's annual Six Year Transportation Improvement Plan.	
<i>Informational</i>	42	Are all revenues received by the entity immediately transferred to the creating government?	No	Transfers are made from the District to the City of Leavenworth when they are typically expended or in process of being expended.
<i>RCW 36.73.170</i>	43	Does the establishing ordinance give a date when the entity will terminate operations? If yes, then when?	Yes	21 years from the date of the ballot title which identifies a start date of April 1, 2011 that will end on March 31, 2032.
<i>Best Practice</i>	44	Are all entity operations accounted for in the creating government's general ledger and subject to the same processes and controls over the creating government's transactions?	Yes	

Reference	#	Question	Answer	Explanation
<i>BARS</i>	45	How is the entity accounted for on the creating government's financial statements?	The district is reported on the City's Cash Basis C5 Statement with appropriate disclosures for transfers in and out only. All funds are transferred to the City's Street Fund for direct expenditure allocations.	
<i>Informational</i>	46	Does the entity have an original financing plan and material changes policy?	Yes	

### REQUIRED ATTACHMENTS (see instructions for required details)

<i>Informational</i>	67	Meeting Minutes - Attach the meeting minutes and resolutions for <b>all</b> governing body meetings held during the last year.	Attached	<b>Attachments</b> <a href="#"><u>TBD 2015 Minutes - No 2015 Resolutions.pdf</u></a>
<i>Informational</i>	68	Revenue Summary - Attach a copy of the year-end County Treasurer's report that show the total receipts for the year by revenue source. Government's who do not use a County Treasurer should mark, "NA."	County not treasurer	The District has it's own accounting system in BIAS and bank account that is administered directly by the District Board Secretary - ie Finance Director for the City of Leavenworth.
<i>Informational</i>	69	Detailed Expenditure List - Attach warrant registers, payroll registers, check registers and/or petty cash log detailing <b>all</b> expenditures made during the year. This includes those expenditures paid by the County on a government's behalf due to Treasurer responsibilities.	Attached	<b>Attachments</b> <a href="#"><u>TBD 2015 Expense Details and Bank Statements.pdf</u></a>

Reference	#	Question	Answer	Explanation
<i>Informational</i>	70	Cash Receipting Policy - Attach a detailed description of the entity's invoicing, cash and check receiving and deposit process. The description should include name of positions completing tasks in the process and all reconciliations and reviews performed. Include a copy of your written Cash and Check Receipting Policy or procedure if you have one. This request applies to <b>all districts that invoice for a service</b> (including third party billing services) <b>or</b> receive funds other than at the county treasurer (including charges for services or goods, fees, donations, grants, etc.).	Attached	<b>Attachments</b> <a href="#"><u>TBD City Cash Handling Policy.pdf</u></a>
<i>Informational</i>	71	Elected Official List - Attach a listing of the names of <b>all</b> governing body members present during the year, and include any business interest a governing body member or his/her household members hold. <b>Please avoid sending Board-member/employees/volunteers SSI numbers or other personal information such as addresses, date of birth, etc.</b>	Attached	<b>Attachments</b> <a href="#"><u>TBD 2015 Board and Staff - Conflict of Interest.pdf</u></a>
<i>Informational</i>	72	Rates and Fees - Attach rate and fee schedule in effect during the fiscal year and any related billing or fee policy.	Other	The District has no fee schedule as the only revenue source comes from a voter approved retail sales tax distribution.
<i>Preparer</i>	73	<b>Local Government Contact Information for Preparer:</b>  Name:  Telephone number:  E-mail address:	Chantell Steiner (509)548-5275 chantell@cityofleavenworth.com	

# Leavenworth

## Transportation Benefit District

Leavenworth City Hall, Council Chambers

### MINUTES

May 26, 2015

Board Chair Cheryl K. Farivar called the May 26, 2015 Leavenworth Transportation Benefit District Board regular meeting to order at 9:17 p.m.

#### ROLL CALL

Board Present: Board Chair Cheryl K. Farivar, Tibor Lak, Michael Molohon, Elmer Larsen, Robert Francis, Larry Meyer, Carolyn Wilson, and John Bangsund.

Staff Present: Joel Walinski, Chantell Steiner, and Sue Cragun.

#### APPROVAL OF THE CONSENT AGENDA

Board Chair Farivar asked for a motion to approve the consent agenda as follows:

##### Consent Agenda:

1. Approval of the Agenda
2. Approval of November 25, 2014 Minutes
3. Claims in the amount of \$150,000.00

Board member Molohon motioned to approve the consent agenda. The motion was seconded by Board member Larsen and passed unanimously.

#### NEW BUSINESS

1. Review of Current Street Project Funding

Board Secretary/Treasurer Chantell Steiner updated the Board on the 2015 status regarding spending of the Transportation Benefit District's (TBD) dollars compared to those spent by the City's Street, Real Estate Excise Tax and loan/grant funds. She then discussed the need for the \$150,000 transfer this month to the City to support the recent debt service payments and the upcoming street related projects including the Commercial Street 3<sup>rd</sup> to 8<sup>th</sup> Street Project. She stated that she is currently working with City Administrator Joel Walinski to request grant funding support for the Chumstick Trail right-of-way acquisitions. She noted that she may reallocate the TBD dollars later to assist more on the Commercial Street Project but as of May 12, 2015 \$137,774 have been identified as spent. She confirmed that with the \$150,000 transfer that the City Street Fund would have a balance of about \$75,000 to continue street operations and capital projects.

### ADJOURNMENT

Seeing no other business, Board member Francis motioned to adjourn the May 26, 2015 regular meeting of the Leavenworth Transportation Benefit District. The motion was seconded by Board member Meyer and passed 6-1 with Board member Lak opposed.

The meeting adjourned at 9:20 p.m.

APPROVED

  
\_\_\_\_\_  
Cheryl K. Farivar  
Board Chair

ATTEST

  
\_\_\_\_\_  
Chantell Steiner  
Board Secretary/Treasurer

# Leavenworth

## Transportation Benefit District

Leavenworth City Hall, Council Chambers

### MINUTES

July 28, 2015

Board Chair Cheryl K. Farivar called the July 28, 2015 Leavenworth Transportation Benefit District Board regular meeting to order at 8:41 p.m.

#### ROLL CALL

Board Present: Board Chair Cheryl K. Farivar, Tibor Lak, Elmer Larsen, Robert Francis, Larry Meyer, Carolyn Wilson, and John Bangsund.

Staff Present: Joel Walinski, Chantell Steiner, and Sue Cragun.

Board Chair Farivar excused Board member Michael Molohon.

#### APPROVAL OF THE CONSENT AGENDA

Board Chair Farivar asked for a motion to approve the consent agenda as follows:

##### Consent Agenda:

1. Approval of the Agenda
2. Approval of May 26, 2015 Minutes
3. Claims in the amount of \$70,000.00

Board member Meyer motioned to approve the consent agenda. The motion was seconded by Board member Wilson and passed unanimously.

#### NEW BUSINESS

1. Review of Current Street Project Funding

Board Secretary/Treasurer Chantell Steiner updated the Board on the 2015 status regarding spending of the Transportation Benefit District's (TBD) dollars compared to those spent by the City's Street, Real Estate Excise Tax and loan/grant funds. She then discussed the need for the \$70,000 transfer this month to the City to support the Commercial Street 3<sup>rd</sup> to 8<sup>th</sup> Street Project. She stated that additional funds will be necessary as the City is awaiting grant reimbursements from the Washington State Department of Transportation and that she would likely do temporary interfund loans from the City's General Fund. She confirmed that with the \$70,000 transfer from the District that the City Street Fund would have a negative balance of about \$220,000 if the grant funds are not received prior to month end.

City Administrator Joel Walinski noted a discussion with the Transportation Improvement Board regarding future grant funded dollars. He stated the recommendation by the Board to increase cost savings on projects is to consider a reclaim and overlay process when doing street reconstruction projects.

#### **ADJOURNMENT**

Seeing no other business, Board member Meyer motioned to adjourn the July 28, 2015 regular meeting of the Leavenworth Transportation Benefit District. The motion was seconded by Board member Lak and passed unanimously.

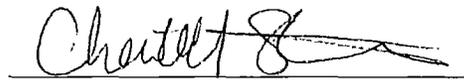
The meeting adjourned at 8:46 p.m.

**APPROVED**



**Cheryl K. Farivar**  
**Board Chair**

**ATTEST**



**Chantell Steiner**  
**Board Secretary/Treasurer**

# Leavenworth

## Transportation Benefit District

Leavenworth City Hall, Council Chambers

### MINUTES

#### September 22, 2015

Board Chair Cheryl K. Farivar called the September 22, 2015 Leavenworth Transportation Benefit District Board regular meeting to order at 8:41 p.m.

#### ROLL CALL

Board Present: Board Chair Cheryl K. Farivar, Tibor Lak, Elmer Larsen, Michael Molohon, Larry Meyer, Carolyn Wilson, and John Bangsund.

Staff Present: Joel Walinski, Chantell Steiner, and Sue Cragun.

#### APPROVAL OF THE CONSENT AGENDA

Board Chair Farivar asked for a motion to approve the consent agenda as follows:

##### Consent Agenda:

1. Approval of the Agenda
2. Approval of July 28, 2015 Minutes
3. Set Public Hearing Date for Biennial Budget Review/Modification on October 27, 2015.

Board member Lak motioned to approve the consent agenda. The motion was seconded by Board member Meyer and passed unanimously.

#### NEW BUSINESS

None.

Board Secretary/Treasurer Chantell Steiner noted the public hearing motion within the consent agenda for the public.

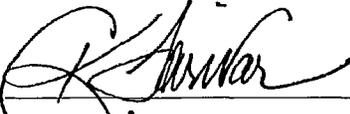
City Administrator Joel Walinski commented on the recent legislation regarding a cities ability to dissolve a Transportation Benefit District and take on the duties of the district. He stated that the City Attorney is currently discussing this with other attorneys for issues related to the City of Leavenworth's ability to impose the tax that was not specifically identified in the new legislation; therefore, the City at this time will be holding off on any action that may affect the status of the Leavenworth Transportation Benefit District.

### ADJOURNMENT

Seeing no other business, Board member Meyer motioned to adjourn the September 22, 2015 regular meeting of the Leavenworth Transportation Benefit District. The motion was seconded by Board member Molohon and passed 5-1 with Board member Wilson opposed.

The meeting adjourned at 8:45 p.m.

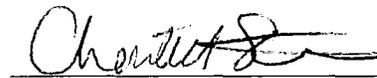
**APPROVED**



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**Cheryl K. Farivar**  
**Board Chair**

**ATTEST**



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**Chantell Steiner**  
**Board Secretary/Treasurer**

# Leavenworth

## Transportation Benefit District

Leavenworth City Hall, Council Chambers

### MINUTES

October 27, 2015

Board Chair Cheryl K. Farivar called the October 27, 2015 Leavenworth Transportation Benefit District Board regular meeting to order at 8:47 p.m.

#### ROLL CALL

Board Present: Board Chair Cheryl K. Farivar, Tibor Lak, Elmer Larsen, Larry Meyer, Carolyn Wilson, and John Bangsund.

Staff Present: Joel Walinski, Chantell Steiner, and Sue Cragun.

#### APPROVAL OF THE CONSENT AGENDA

Board Chair Farivar asked for a motion to approve the consent agenda as follows:

##### Consent Agenda:

1. Approval of the Agenda
2. Approval of September 22, 2015 Minutes
3. Claims in the amount of \$80,000.00

Board member Lak motioned to approve the consent agenda. The motion was seconded by Board member Larsen and passed unanimously.

#### NEW BUSINESS

1. Public Hearing: Biennial Budget Review
  - Review of Current Street Project Funding

Board Chair Farivar opened the public hearing at 8:48 p.m.

Board Secretary/Treasurer Chantell Steiner stated that there have been no changes to the 2015-2016 Budget and reminded the Board that the budget includes a transfer of \$350,000 for 2015 and an additional transfer of \$135,000 for 2016 to the City of Leavenworth in support of the City's street related capital projects. She proceeded to review the spreadsheet that identifies the various street projects funded by the City of Leavenworth Street Fund, the Transportation Benefit District (TBD), the City of Leavenworth Real Estate Excise Tax (REET) dollars and any grant related funding that the City of Leavenworth has received. She stated the current status of the City's Street Fund needing project related dollars to cover capital expenditures while awaiting grant related reimbursements. She then noted the percent levels of expenses by each funding source with the TBD covering 12%, the City Street Fund at 28%, REET funding at 5% and grant related costs covered at 55%. Treasurer Steiner added that by year end all \$350,000 from the TBD would need to be transferred to cover the final costs of the Commercial Street project.

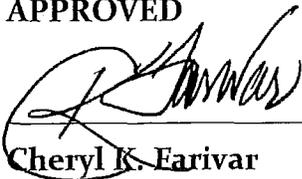
Board Chair Farivar asked for public comments; hearing none she closed the public hearing at 8:55 p.m.

#### ADJOURNMENT

Seeing no other business, Board member Meyer motioned to adjourn the October 27, 2015 regular meeting of the Leavenworth Transportation Benefit District. The motion was seconded by Board member Lak and passed unanimously.

The meeting adjourned at 8:56 p.m.

APPROVED



Cheryl K. Farivar  
Board Chair

ATTEST



Chantell Steiner  
Board Secretary/Treasurer

# Leavenworth Transportation Benefit District

Leavenworth City Hall, Council Chambers

## MINUTES December 8, 2015

Board Chair Cheryl K. Farivar called the December 8, 2015 Leavenworth Transportation Benefit District Board regular meeting to order at 8:27 p.m.

### ROLL CALL

Board Present: Board Chair Cheryl K. Farivar, Tibor Lak, Michael Molohon, Elmer Larsen, Robert Francis, Larry Meyer, Carolyn Wilson, and John Bangsund.

Staff Present: Joel Walinski and Sue Cragun.

### APPROVAL OF THE CONSENT AGENDA

Board Chair Farivar asked for a motion to approve the consent agenda as follows:

#### Consent Agenda:

1. Approval of the Agenda
2. Approval of October 25, 2015 Minutes
3. Claims in the amount of \$50,000.00

Board member Larsen motioned to approve the consent agenda. The motion was seconded by Board member Wilson and passed unanimously.

### NEW BUSINESS

1. Year End Review of Current Street Project Funding

City Administrator Joel Walinski addressed the City Revenue & Expense Project Tracking document and explained where the Transportation Benefit District (TBD) funds were spent throughout the year, along with funds provided by the City, Public Works Trust Fund, and grant funding. He said that implementation of the TBD has greatly benefited the City and its streets. Board Chair Farivar noted that there has never been as much consistency in the repair and improvement to the City's streets in the past.

**ADJOURNMENT**

Seeing no other business, Board member Molohon motioned to adjourn the December 8, 2015 regular meeting of the Leavenworth Transportation Benefit District. The motion was seconded by Board member Wilson and passed unanimously.

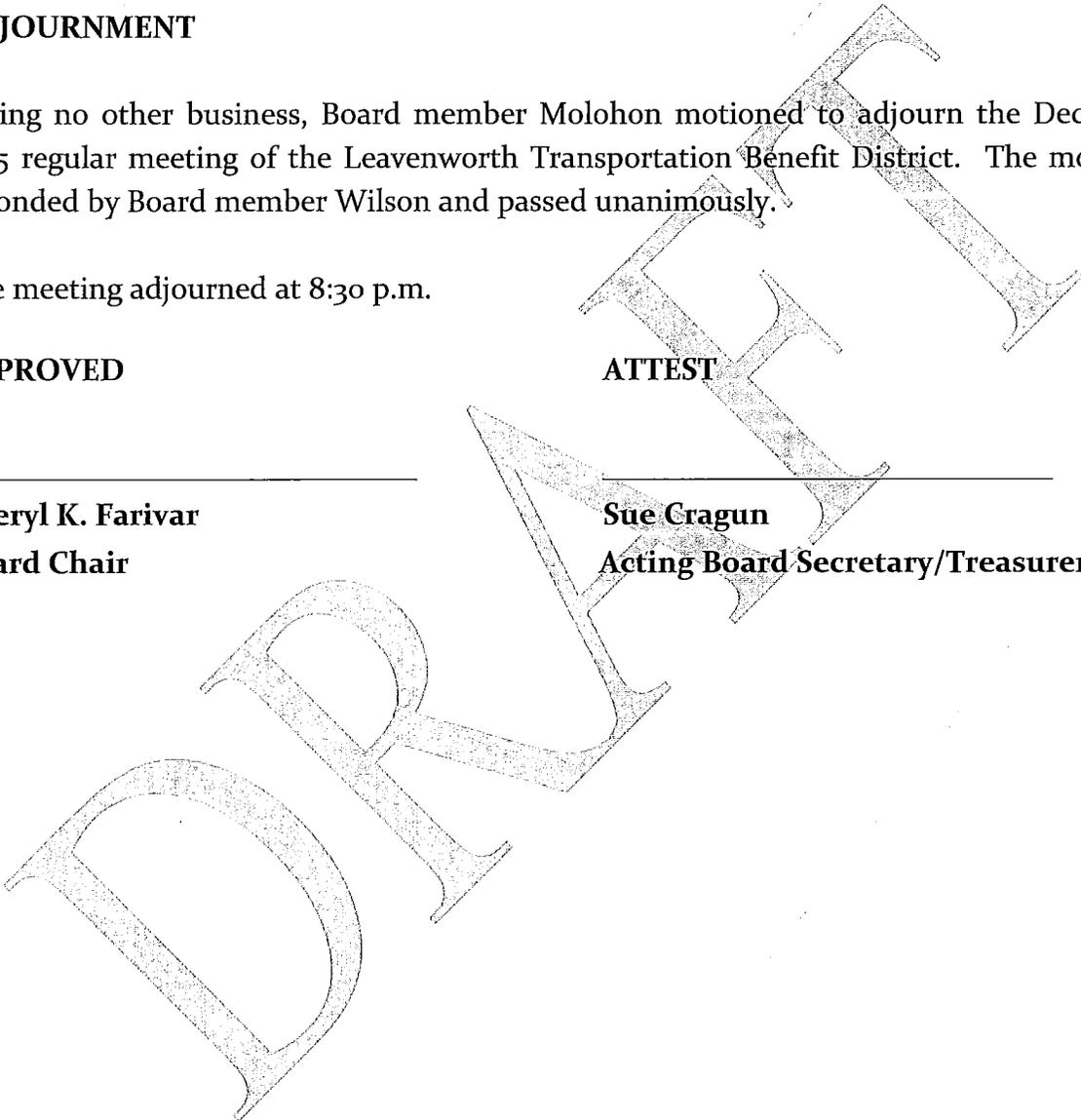
The meeting adjourned at 8:30 p.m.

**APPROVED**

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**Cheryl K. Farivar**  
**Board Chair**

**ATTEST**

\_\_\_\_\_  
**Sue Cragun**  
**Acting Board Secretary/Treasurer**



# TRANSACTION JOURNAL

Leavenworth Transportation Benefit District  
 MCAG #: 2978

01/01/2015 To: 12/31/2015

Time: 15:39:04 Date: 03/25/2016  
 Page: 1

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
6	05/27/2015	05/31/2015	1	1010	Claims		City of Leavenworth	150,000.00	Transfer Of Funds To City Of Leavenworth Street Related Project Funding.
								150,000.00	
								150,000.00	
9	07/31/2015	07/31/2015	1	1011	Claims		City of Leavenworth	70,000.00	Transfer Of Funds To City Of Leavenworth Street Related Project Funding.
								70,000.00	
								70,000.00	
14	10/30/2015	11/30/2015	1	1012	Claims		City of Leavenworth	80,000.00	Transfer Of Funds To City Of Leavenworth Street Related Project Funding.
								80,000.00	
								80,000.00	
16	12/31/2015	01/31/2016	1	1013	Claims		City of Leavenworth	50,000.00	Transfer Of Funds To City Of Leavenworth Street Related Project Funding.
								50,000.00	
								50,000.00	

Records Printed: 4

Adjustments:	0.00
Beginning Balance:	0.00
Revenues:	0.00
Warrant Expenditures:	350,000.00
Non Warrant Expenditures:	0.00
Interfund Transfers:	0.00
Redemptions:	0.00
Deposits:	0.00
Withdrawals:	0.00
Stop Payments:	0.00

Fund	Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 Current Expense	0.00	0.00	0.00	350,000.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	350,000.00	0.00	0.00	0.00	0.00

**RESOLUTION NO. 20-2012**

**CITY OF LEAVENWORTH, WASHINGTON**

**A RESOLUTION OF THE CITY OF LEAVENWORTH, WASHINGTON, APPROVING  
THE STANDARD OPERATING PROCEDURES FOR CASH HANDLING  
PROCEDURES**

BE IT RESOLVED by the City Council of the City of Leavenworth, Washington as follows:

WHEREAS, the purpose of a Cash Handling Procedure is considered a "Best Practice" by the Washington State Auditor's Office to provide internal controls that enable the local government to properly account for and safeguard cash receipts, and

WHEREAS, these procedures adopted by the City are intended to provide for timely action and proper handling of all cash collected by city employees, and

WHEREAS, this policy is intended to protect the integrity of the City's internal controls as an essential function of the City.

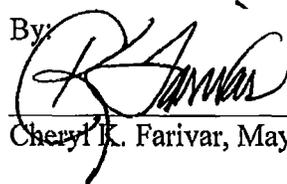
**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF  
LEAVENWORTH, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:**

The Standard Operating Procedures for Cash Handling Procedures of the City of Leavenworth attached hereto and incorporated herein is hereby approved by the City of Leavenworth.

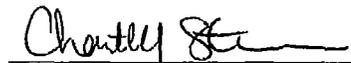
Passed by the City Council of the City of Leavenworth and approved by the Mayor this 12<sup>th</sup> day of June, 2012.

CITY OF LEAVENWORTH

By:

  
Cheryl K. Farivar, Mayor

Attest:

  
Chantell Steiner  
Finance Director/City Clerk

# Standard Operating Procedures

for

## Cash Handling Procedures

### A. Purpose

Strong internal controls for cash collection are necessary to prevent mishandling of city funds and are designed to safeguard and protect employees from inappropriate charges of mishandling funds by defining their responsibilities in the cash handling process. The City of Leavenworth cash handling policy requires that areas receiving cash be approved by the Finance Department and be designated as cash collection points. A cash collection point is defined as a department or other entity that handles cash on a regular basis on behalf of the City.

"Cash" is defined as coin, currency, checks, and credit card transactions.

The use of checking or other bank accounts by The City of Leavenworth personnel for depositing City cash is prohibited unless approved by the Finance Director. The Finance Director will conduct periodic reviews of cash handling procedures. Departments not complying with approved procedures may lose the privilege to serve as a cash collection point.

### B. Procedure

#### 1. Establishing Cash Collection Points

The Finance Director must authorize all cash collection points.

**Before collection begins, departments requesting status as a cash collection point must submit a request to the Finance Director office that includes:**

- a) Reason(s) why cash collection point is needed;
- b) A list of those positions involved with the cash collection point, a description of their duties and how segregation of duties will be maintained;
- c) Whether there is a need for a change advance;
- d) A description of the reconciliation process, including frequency of reconciliation;

- e) A description of the process for safeguarding cash until it is deposited;
- f) A schedule of how often cash deposits will be made.

The request will be reviewed, and if appropriate, approved by the Finance Director.

## **2. Procedures for Cash Collection Points**

**The following list of procedures is required for the operation of cash collection points (with exception to parking lot meters – see specific requirements for parking meters):**

- a) All cash received must be recorded through a cash register when one is available, or the customer must be presented a pre-numbered receipt form with a duplicate record being retained by the receiving department. All numbered receipts must be accounted for, including voided receipts. Approved pre-numbered receipts are available at the Finance Department.
- b) The cash collection point must maintain a clear separation of duties. An individual should not have responsibility for more than one of the cash handling components: collecting, depositing and reconciling.
- c) The funds received must be reconciled to the cash register ("Z" tapes) or to the pre-numbered receipts at the end of the day or at the end of each shift. Cash must be reconciled separately from checks/credit cards by comparing actual cash received to the cash total from the cash register tape or to the sum of the cash sales from the manual receipts.
- d) All checks, cash and credit card receipts must be protected by using a cash register, safe or other secure place until they are deposited. A secure area for processing and safeguarding funds received is to be provided and restricted to authorized personnel.
- e) Checks must be made payable to The City of Leavenworth and must be endorsed promptly with a restrictive endorsement stamp payable to The City of Leavenworth. The endorsement stamps should be ordered through the Finance Department.
- f) Checks or credit card transactions will not be cashed or written for more than the amount of purchase.
- g) Collections must be deposited to the Finance Department or authorized City Bank Nightly Deposit Box within 24 hours. Those deposits will be receipted in the Finance Department the following business day.
- h) All funds must be deposited intact, and not intermingled or substituted with other funds.

- i) Refunds or expenditures must be paid through the appropriate budget with a City generated check.

### **3. Instructions**

#### **a) Cash received in person**

- i. A receipt or "Z" tapes must be compiled for each payment received. At a minimum, manual pre-numbered receipts must include the date, mode of payment (cash, check or credit card), and the identification of the department and the person issuing the receipt. Machine generated receipts must contain similar information.
- ii. All checks must be endorsed immediately with a restrictive endorsement stamp payable to The City of Leavenworth.
- iii. All voided transactions are to be approved and initialed by the area supervisor.
- iv. Only one cashier is allowed access to a cash register or cash drawer during a single shift unless proper measures are provided for password protected entries for each transaction. Passwords are not to be shared with other employees. All cash must be counted and reconciled at each shift or cashier changeover.
- v. Cash must be kept in a safe or a secure place until it is deposited.

#### **b) Cash received through Parking Meters**

- Cash collected from parking meters or parking garages shall be receipted on a Parking Meter Cash Report form and submitted to the Finance Department for reconciliation and approval.
- Cash will be collected at a minimum of once every month and more often during festivals or events.
- Cash being collected from meters will have a minimum of two people present and shall be calculated and signed off by each person and presented to the Finance Department for approval and deposit per the guidelines listed below.

#### **c) Balancing of Cash Receipts**

- All funds collected must be balanced daily, by mode of payment, by comparing the total of the cash, checks and credit cards to the cash register totals, to the pre-numbered receipts totals and to the totals of the money received by mail.

- Exceptions to daily balancing are reserved for end of month dates due to Utility Billing transitions or holiday weekends and must show all dates included from the last workday of balancing. No more than four working days should occur for the end of month utility billing transition.
- Over/short amounts must be separately recorded, and investigated and resolved to the extent possible.

**d) Preparation of Deposits**

- Checks must be made payable to The City of Leavenworth. A calculator tape of the checks should be completed and retained with the daily reconciliation.
- Cash and Checks must be recorded on the deposit slip in the appropriate space.
- Attach a copy of the "Transaction Journal and Receipt Register" to the Daily Reconciliation Sheet showing transaction totals for cash, checks and EFT payments. The appropriate account totals should be identified for each transaction on the transaction journal.
- Someone not involved with reconciling the deposit must prepare the deposit.
- The deposit must be delivered to the Finance Department or dropped in the Bank Nightly Deposit Box.
- Sealed deposit bags are available for use when depositing in the Night Drop box.

**e) Reconciliation of Cash Collected**

- Compare the receipt issued by the Finance Department to the supporting documentation (copy of deposit slip, cash register "Z" tapes) and resolve any discrepancies.
- Compare the receipts to the monthly account statements.

**4. Pre-Numbered Receipts**

Pre-numbered receipts will be issued by the Finance Department.

**C. Exceptions**

The Finance Director must approve exceptions to these procedures. For example, in cases where there is not enough staff available to maintain complete separation of duties, an alternate process to safeguard City funds must be established and approved by the Finance

Director. Requests for exceptions to these procedures must be submitted to the Finance Director office in writing.

#### **D. Record Retention**

All cash receipts and related documents must be maintained in accordance with record retention schedules. Cash register tapes, deposit slips, credit card receipts, copies of manual cash receipts, etc. should be kept for six years.

#### **E. Reconciliation Forms**

Reconciliation forms are to be used for the daily collection of funds at designated collection sites. The attached Exhibits A through C specify the forms for use at the City Pool, City Pool Concession Stand and Parking Meters.

Exhibit A

Pool Cash Reconciliation

Date:

Preparer:

Beginning Balance

100's =

50's =

20's =

10's =

5's =

2's =

1's =

.50 =

.25 =

.10 =

.05 =

.01 =

TOTAL CASH:

TOTAL CHECKS:

TOTAL:

Less the beginning balance:

Total Deposit:

Signed: \_\_\_\_\_

over \_\_\_\_\_ short \_\_\_\_\_

*\*Attach the register tape and the calculator tape to the reconciliation sheet.*

Exhibit B

Concession Cash Reconciliation

Date:

Preparer:

Beginning Balance

100's =

50's =

20's =

10's =

5's =

2's =

1's =

.50 =

.25 =

.10 =

.05 =

.01 =

TOTAL CASH:

TOTAL CHECKS:

TOTAL:

Less the beginning balance:

**Total Deposit:**

Signed: \_\_\_\_\_

over \_\_\_\_\_ short \_\_\_\_\_

*\*Attach the register tape and the calculator tape to the reconciliation sheet.*

Exhibit C

Parking Meter  
Cash Report

DATE \_\_\_\_\_

COLLECTOR \_\_\_\_\_

COLLECTOR \_\_\_\_\_

CHECKS \$ \_\_\_\_\_

CASH

\_\_\_\_\_ X \$20.00 = \_\_\_\_\_

\_\_\_\_\_ X \$10.00 = \_\_\_\_\_

\_\_\_\_\_ X \$ 5.00 = \_\_\_\_\_

\_\_\_\_\_ X \$ 2.00 = \_\_\_\_\_

\_\_\_\_\_ X \$ 1.00 = \_\_\_\_\_

\_\_\_\_\_ X \$ .50 = \_\_\_\_\_

\_\_\_\_\_ X \$ .25 = \_\_\_\_\_

\_\_\_\_\_ X \$ .10 = \_\_\_\_\_

\_\_\_\_\_ X \$ .05 = \_\_\_\_\_

\_\_\_\_\_ X \$ .01 = \_\_\_\_\_

TOTAL MONEY = \$ \_\_\_\_\_

FINANCE DEPARTMENT REVIEWER APPROVAL \_\_\_\_\_

## Transportation Benefit District Board Members

<b>NAME:</b>	<b>POSITIONS HELD:</b>	<b>MEMBERS PAID POSITION &amp; BUSINESSES OWNED BY PERSON AND/OR SPOUSE</b>	<b>TERM DATES FOR BOARD</b>
Joel Walinski	City Administrator - City of Leavenworth	N/A	1/1/2015 - 12/31/2015
Chantell Steiner	Finance Director/City Clerk - City of Leavenworth and Secretary - Leavenworth Transportation Benefit District	N/A	1/1/2015 - 12/31/2015
Cheri Kelley Farivar	Board Chair	Touchstone Appraisal, WSDOT	1/1/2015 - 12/31/2015
Tibor Lak	Board Member	Lak's Gallery	1/1/2015 - 12/31/2015
Michael Molohon	Board Member	Sleeping Lady Resort & Ganz Klasse! (Timmick Inc.)	1/1/2015 - 12/31/2015
Elmer Larsen	Board Member	N/A	1/1/2015 - 12/31/2015
Robert Francis	Board Member	Chelan County Sheriff, Leavenworth Custom Graphics, Wild Huckleberry Restaurant at Leavenworth Golf Course	1/1/2015 - 12/31/2015
Larry Meyer	Board Member	Lasting Memories	1/1/2015 - 12/31/2015
Carolyn Wilson	Board Member	N/A	1/1/2015 - 12/31/2015
John Bangsund	Board Member	Bangsund Properties, LLC	1/1/2015 - 12/31/2015