



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

GOVERNANCE
BOARD OF DIRECTORS

SECTION 110.03
June 27, 2006
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FINANCIAL OVERSIGHT AND THE FINANCE COMMITTEE

1.0. **PURPOSE:**

- 1.1. The purpose of this Policy is to list options for oversight on financial matters concerning the operations of the North County Fire Protection District and the development of recommendations to the Board.

2.0. **POLICY:**

- 2.1. It shall be the policy of the North County Fire Protection District Board of Directors to provide financial oversight for provision of services to the citizens served by the North County Fire Protection District. This governing body shall function as prescribed in the Fire Protection District Law of 1987 (Health and Safety Code, Sections 13800et. seq.), the Meyers-Milias-Brown Act, and the Ralph M. Brown Act.
- 2.2. When determined to be necessary or desirable, as outlined by in the [Board of Directors Operations Policy](#), Section 4.7.1 et.seq, the Board of Directors may form, organize and maintain a Finance Committee to provide financial oversight for provision of services to the citizens served by the North County Fire Protection District and make recommendations to the Board of Directors. This governing body shall function as prescribed in the Fire Protection District Law of 1987 (Health and Safety Code, Sections 13800et. seq.), the Meyers-Milias-Brown Act, and the Ralph M. Brown Act.

3.0. **INTENT:**

- 3.1. The provisions of this policy are to assist the Board of Directors of the North County Fire Protection District as they administer and represent the business and affairs of the North County Fire Protection District. It is the intent and purpose of this directive to help clarify and define the responsibilities of the elected officials (directors) of the North County Fire Protection District. For detailed procedures on purchasing and contracting, refer to the "[Purchasing & Contracting](#)" policy.



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PROCEDURES:

- 3.2. When the Finance Committee is utilized to provide financial oversight on behalf of the Board of Directors, the Committee shall:
 - 3.2.1. Review Monthly Financial Statements and Expenditure Details with Staff and make recommendations to the Board.
 - 3.2.2. Review other financial reports and issues with the District Staff as directed by the Board.
 - 3.2.3. Review the Annual Budget with Staff and make recommendations to the Board.
 - 3.2.4. Work with Staff on financial issues, revenue and expenditure issues as directed by the Board.
 - 3.2.5. Review and approve capital outlay invoices in excess of \$5,000.00.
 - 3.2.6. Authorize, by signature, capital outlay purchase orders in excess of \$5,000.00 but less than \$10,000.00.
 - 3.2.7. Award contracts and approve all expenditures in excess of \$10,000.00.
- 3.3. When the Finance Committee is not utilized, the full Board of Directors shall be responsible for carrying out these financial duties for North County Fire Protection District.