

## **AUDIT POLICY**

**# A-081**

**Amended: 11/12/2007**

The Union Vale Fire District Board of Commissioners have the following procedures in place to protect the Fire District's assets.

- No commissioner has access to any of the bank accounts
- A commissioner opens the monthly checking account statements and verifies that checks have been approved and signed appropriately.
- The Chairman also signs all checks over \$1000 and any written to the Treasurer.
- An annual report is approved by the Commissioners prior to filing with the State every year.
- The District has a procurement policy
- The District will have an external audit done annually as per State Law