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|  |  | **Blue Ridge Fire District**  **Policy and Procedure** | | |  | General Order Number  **C207** | |  |
|  |  | | | | | | |  |
|  | Subject:  **Workflow process** | | | Effective Date:  **April 1, 2015** | | | Total Pages:  **2** |  |
| Board Approval Date:  **March 21, 2015** | | | Resends: |  |
|  | Application:  **All District Personnel** | | *Signed into effect as authorized by the Board of Directors*  John Banning, Fire Chief | | | | |  |
|  |  | |  | | | | |  |

1. **PURPOSE**

To establish the coordinate and documented workflow as it relates to mail, time cards, grant items and payment of invoices.

1. **SCOPE**

This policy applies to all employees of the District.

1. **POLICY**

It is the policy of the Blue Ridge Fire District that all department related mail and invoices are reviewed by the fire chief, then routed appropriately. Items that are similar but not specifically mentioned will follow a similar path.

1. **GUIDELINES**

**Mail:**

1. The chief or designee will retrieve mail from the mailbox, unless otherwise directed by the chief.
2. All mail will be placed in the chiefs in box, to be opened and reviewed by the chief.
3. The chief will then distribute the mail or direct assigned staff to distribute the mail.
4. Items such as invoices, credit card statements will have backup documentation attached and returned to the chief for review.

**Time Cards and Payroll:**

1. Each firefighter is responsible for his or her own time card.
2. Supervisors will review their assigned personnel’s time card for accuracy, approve and sign and forward to the Fire Chief or appointed designee for final approval.
3. The time cards will be retrieved and reviewed by the chief or his designee (review includes calculating number of hours by payroll group i.e. regular hours, grant hours, etc.). The chief or designee shall sign and approved the time cards for payment and will be forwarded to Finance.
4. The designated finance staff will double check the hours, enter into Quick books and process payroll. This will include the processing of direct deposits.
5. Physical checks will be printed by the finance staff, given to the chief for review; if correct; the chief shall initial the final check(s) and place the Fire Board mailbox for signatures.
6. The final step is filing all timecards and payroll stubs.

**Grants:**

1. The chief or designee will write Grant applications, but all applications must have final approval from the chief prior to submittal.
2. All grant related purchases and bid request must be authorized by the chief.
3. The chief will review all bids and choose the most appropriate based on price, specifications, and needs. The district will not be bound to the lowest bid.
4. The chief will review all reimbursement request and financial reports prior to being submitted.

**Payments:**

1. The Fire Chief or delegated designee shall approve all invoices. Packing slips, receipts, and any other backup documentation will be attached and reviewed prior to processing.
2. Once approved the Finance manager will enter all necessary information into quick books and print checks.
3. Printed checks with the invoice and other documentation attached will be reviewed by the chief.
4. After each invoice is processed, and check approved the packet will be placed in the Fire Board mailbox for their review and check signing.