

STATE OF COLORADO }
} SS.
County of Grand }

At a regular meeting of the Board of County Commissioners for the Grand County, Colorado, held at the Court House in Hot Sulphur Springs on Tuesday, the 11th day of December, 2007, there were present:

<u>James L. Newberry</u>	Commissioner Chairman
<u>Nancy Stuart</u>	Commissioner
<u>Gary Bumgarner</u>	Commissioner
<u>Anthony J. DiCola</u>	County Attorney
<u>Lurline Underbrink Curran</u>	County Manager
<u>Sara L. Rosene</u>	Clerk of the Board

when the following proceedings, among others, were had and done, to wit:

RESOLUTION NO. 2007-12- 35

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO APPROVING AND ADOPTING THE GRAND COUNTY GOVERNMENT OFFICES OUTSTANDING CHECK POLICY

WHEREAS, Lurline Underbrink Curran, Grand County Manager, presented to the Board of County Commissioners of the County of Grand, State of Colorado the Grand County Government Offices Outstanding Check Policy (the "Policy"); and

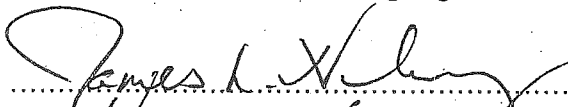
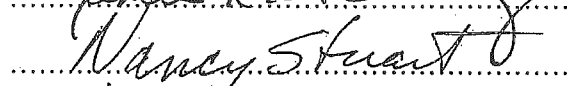
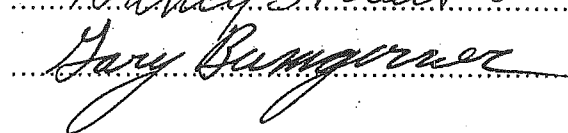
WHEREAS, outstanding check sums burden successive annual budgets; and

WHEREAS, the Policy is in compliance with the Colorado Department of Treasurer regulations regarding unclaimed property; and

WHEREAS, the Board has reviewed the Outstanding Check Policy and has determined that a uniform policy for all Grand County offices is in the best interest of the health, safety, and welfare of the citizens of Grand County.

NOW THEREFORE, be it resolved by the Board of County Commissioners of the County of Grand, State of Colorado that the Grand County Government Offices Outstanding Check Policy be and is hereby approved and adopted in the form attached hereto, effective as of January 1, 2008.

Upon motion duly made and seconded the foregoing resolution was adopted by the following vote:

 Aye
 Aye
 Aye

Commissioners

GRAND COUNTY GOVERNMENT OFFICES OUTSTANDING CHECK POLICY

In order to prevent outstanding check sums from burdening successive annual budgets and to comply with the regulations of the Colorado Department of Treasurer regarding unclaimed property, the following policy is to be followed with regard to annual identification and treatment of outstanding checks:

1. Once every 180 days, beginning with the first business day of January each year, the Finance and Accounting Office (Accounting) shall run a report of outstanding checks reflected on the County's books. Department-specific reports will be provided to each department and the Board of County Commissioners, listing such stale outstanding items;
2. Accounting shall follow up on all stale checks within thirty (30) days of running the above reports, which may require additional information from departments, e.g., payee contact information and "purpose" for each check. Accounting shall monitor the life cycle of stale checks as follows:
 - a. maintaining a record of all outstanding checks and amounts;
 - b. making reasonable effort to contact all payees regarding stale check payments and notifying such parties that a processing fee of twenty five dollars (\$25.00) will be deducted from every reissued check.
3. **IF A CHECK IS TO BE REISSUED:** Accounting shall have primary responsibility to reissue any payment involving a stale check, voiding/canceling the first check **before** processing a new check. Departments may prompt Accounting regarding an outstanding payment as follows:
 - a. When a Department desires to request re-issuance of a stale outstanding check, the two processes of voiding and re-issuing should appear as separate voucher line items (e.g., #1 reverse entry on outstanding check, #2 reissue check, less \$25.00 processing fee);
 - b. Each department shall be responsible for maintaining a record of all outstanding checks reissue requests, recording date of request to void stale check and request to issue new check.
4. **IF A CHECK IS NOT REISSUED:** Accounting shall maintain record of on-going outstanding checks, reflecting such amounts in the County's financial statement.
5. Accounting shall earmark sufficient funds to satisfy all stale outstanding check obligations in a separately-coded General Fund account.
6. If such outstanding payment items reach an age of five (5) years, as of June 30 of each year, Accounting shall report all such amounts ("aged outstanding sums") to the Treasurer, pursuant to C.R.S. § 38-13-101 *et seq.* and "Colorado Payback" requirements.

- a. All aged outstanding sums reported to the Treasurer shall be reported to the Colorado Department of Treasury annually by November 1;
 - b. Multiple amounts owed to one vendor/payee maybe aggregated if each check amount is less than or equal to twenty five dollars (\$ 25.00).
7. Treasurer shall annually remit to the Colorado Department of Treasury all aged outstanding sums, complete all appropriate withholdings (lesser of 2% or \$25.00 per check), and prepare all appropriate submission forms, including Colorado Payback Forms A and B.
8. Treasurer shall report to Accounting all annual aged outstanding sum remittances to Colorado Department of Treasury, and Accounting shall maintain record of all such amounts for five (5) years thereafter.