

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

RESOLUTION 2013-07

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, AUTHORIZING THE DISTRICT TO PROCESS ITS OWN PAYROLL.

WHEREAS, the payroll of the Bainbridge Island Metropolitan Park & Recreation District has always been processed by Kitsap County as a service to the District; and

WHEREAS, it has now been determined to be more efficient to have the Park District process its own payroll and any payroll related items such as benefit checks, tax payments, and W-4 tax statements; and

WHEREAS, the Kitsap County Treasurer will continue to operate as the Park District's Treasurer and has given approval for the Park District to begin processing its own payroll effective January 1, 2014; and

WHEREAS, the following factors are involved when processing payroll in house:

- The District will utilize its own accounting system.
- The District will set up a checking account for use specifically and solely for payroll and payroll related expenses. All costs of the account will be borne by the District.
- Those authorized to be signers on this checking account are the Executive Director, Administrative Manager, and Board Chair.
- The County will transfer District funds into this checking account to cover payroll and payroll related expenses when requested by the Park District. Transfers will not exceed an average of one per week.
- Those authorized to request these fund transfers are the Finance Officer and Administrative Manager; and

WHEREAS, the additional work required to process payroll in house will be accomplished by using existing staff through re-allocating job duties, increasing responsibilities, and increasing hours as needed for part-time administrative staff,

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that beginning January 1, 2014, the Park District be authorized to process its own payroll and all other payroll related items.

PASSED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 7th day of November, 2013, the undersigned commissioners being present.

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

BY: 
John Thomas Swolgaard

BY: 
Jay C. Kinney

BY: 
Lee Cross

BY: 
Kenneth R. DeWitt

ATTEST: 
Kirk B. Robinson – Secretary