

4 RIVERS ELECTRIC COOPERATIVE, INC.
LEBO, KANSAS

Board of Trustees Policy

Subject: Internal Control of General Funds			Policy No: 204
Original Issue: 01/20/2020	Last Revised: 01/20/2020	Last Reviewed: 01/20/2020	Page 1 of 2

I. OBJECTIVE

To provide for internal controls of 4 Rivers Electric Cooperative, Inc. (Cooperative) expenditures and disbursement of Cooperative funds.

II. POLICY

- A. All expenditures of the Cooperative will have appropriate documentation for the disbursement.
- B. The General Manager / Chief Executive Officer (CEO) shall make sure that a system of invoice authorizations will be in place with appropriate internal controls and tracking.
 - 1. Department heads shall have authority to authorize invoices for payment up to \$5,000.
 - 2. The Chief Financial Officer (CFO) shall have authority to authorize invoices for payment up to \$50,000. The CEO and CFO shall designate a backup for the CFO for times when the CFO is absent.
 - 3. The CEO is required to approve invoices for payment for those that exceed \$50,000. The CEO shall designate a department head to be the backup for the CEO for times when the CEO is absent.
 - 4. The CFO shall individually have the authority to authorize invoices for the wholesale power bill and debt service for payment in excess of \$50,000.
- C. The register of payments shall be given to all department heads and the CEO for review.
- D. Authorized signers on all bank accounts will be designated by the CEO. Any authorized signature is terminated upon leaving the Cooperative's employ.
- E. In no case shall checks be made payable to cash or bearer, and blank checks are not authorized to be signed or countersigned.
- F. All disbursements are subject to this policy irrespective of their method of payment.

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III. RESPONSIBILITY

- A. The CEO shall be responsible for the administration of this policy.

01/20/2020

Date


Board of Trustees, Secretary