

SDIS 2018/2019 Best Practices Survey

SDIS 2018/2019

Entity Name

Lincoln County Library District

Contact Name

MaryKay Dahlgreen

Contact Email

marykay.dahlgreen@lincolncolibrarydist.org

Contact Phone

541-265-3066

Total Discount %

8






Check Yes if completed














Yes

Help





More Information

Affiliate Membership - Is your organization a member of:

- | | | | |
|---|---|--------------------------|---|
| 1 | Oregon Fire District Directors Association (OFDDA)? | <input type="checkbox"/> |  (http://www.ofdda.com) |
| 2 | Oregon Association of Hospitals and Health Systems (OAHHS)? | <input type="checkbox"/> |  (http://www.oahhs.org/) |
| 3 | Oregon Fire Chiefs Association (OFCA)? | <input type="checkbox"/> | ?  (http://www.ofca.org) |
| 4 | Oregon Rural Health Association (ORHA)? | <input type="checkbox"/> |  (https://orha.wildapricot.org) |
| 5 | Oregon Water Resources Congress (OWRC)? | <input type="checkbox"/> |  (http://owrc.org) |
| 6 | Oregon Association Chiefs of Police (OACP)? | <input type="checkbox"/> |  (http://www.policechief.org) |

	Check Yes if completed	Yes	Help	More Information
7	Oregon Mosquito and Vector Control Association?	<input type="checkbox"/>		 (http://www.omvca.org)
8	Oregon Recreation and Park Association (ORPA)?	<input type="checkbox"/>		 (http://www.orpa.com)
9	Oregon Public Ports Association (OPPA)?	<input type="checkbox"/>		 (http://www.oregonports.com)
10	Oregon Association of Clean Water Agencies (ORACWA)?	<input type="checkbox"/>		 (http://www.oracwa.org)
11	Oregon Association of Conservation Districts (OACD)?	<input type="checkbox"/>		 (https://oacd.org)
12	Cemetery Association of Oregon?	<input type="checkbox"/>		 (http://www.oregoncemeteries.com)
13	Oregon APCO-NENA?	<input type="checkbox"/>		 (http://www.oregonapconena.org/)
14	Oregon Transit Association (OTA)?	<input type="checkbox"/>		 (http://www.oregontransit.com)
15	Oregon People's Utility Districts Association (OPUDA)?	<input type="checkbox"/>		 (http://www.opuda.org/)
16	Oregon Association of Water Utilities (OAWU)?	<input type="checkbox"/>		 (http://www.oawu.net)
17	Oregon Library Association (OLA)?	<input checked="" type="checkbox"/>		 (http://www.olaweb.org)
18	Oregon Economic Development District Association (OEDD)?	<input type="checkbox"/>		 (http://www.oedd.org/)
19	Oregon PRIMA?	<input type="checkbox"/>	?	 (http://orprima.org)
Financial Management Policy				
20	Does your organization have a financial management policy on file?	<input type="checkbox"/>		
Internal Control Checklist				
21	Board authorizes all bank accounts and check signers?	<input checked="" type="checkbox"/>		

	Check Yes if completed	Yes	Help	More Information
22	Bank is immediately notified of authorized check signers, changes?	<input checked="" type="checkbox"/>		
23	Employees handling receivables are bonded?	<input checked="" type="checkbox"/>		
24	Duties are segregated. As much as practical, no single individual should be able to (1) authorize a transaction, (2) record the transaction in the accounting system, and (3) take custody of the assets resulting from that transaction?	<input type="checkbox"/>		
25	Transactions are authorized, supported by appropriate documentation, and recorded in the proper accounting period (fiscal year)?	<input type="checkbox"/>		
26	Checks are pre-numbered and used in sequence?	<input type="checkbox"/>		
27	Two signatures are required on all checks?	<input checked="" type="checkbox"/>		
28	Bank accounts are reconciled within a specified period after the end of the month?	<input type="checkbox"/>		
29	Board receives monthly financial reports?	<input type="checkbox"/>		
30	All investment transactions are reviewed and approved by the Board?	<input type="checkbox"/>		
31	Financial audit is conducted in accordance with Oregon Audit Law?	<input type="checkbox"/>		
32	Detailed property and equipment records are maintained that include description, date purchased, and cost?	<input type="checkbox"/>		

	Check Yes if completed	Yes	Help	More Information
33	Physical inventory of property and equipment is done annually and compared with records?	<input type="checkbox"/>		
Online Training				
34	Video: "What are Internal Controls": Have all of your board members and staff who are responsible for handling district funds (check signing, deposits, bank reconciliations, and other accounting responsibilities) viewed the "What are Internal Controls" video? (Click the More Information icon)	<input checked="" type="checkbox"/>		 (https://www.youtube.com/watch?v=750q-ADn8Bg)
35	Video: "Internal Controls Explained": Have all of your board members and staff who are responsible for handling district funds (check signing, deposits, bank reconciliations, and other accounting responsibilities) viewed the "Internal Controls Explained" video? (Click the More Information icon)	<input type="checkbox"/>		 (https://www.youtube.com/watch?v=ErB5bwjVsY0)
SDAO-SDIS Training - Has a representative from your organization attended:				
36	2018 SDAO Annual Conference? (pre-conference sessions are also eligible).	<input checked="" type="checkbox"/>	?	 (http://www.sdao.com/S4/Events/S4/Events/annual-conference.aspx)
37	SDAO/SDIS spring, summer, or fall regional trainings?	<input type="checkbox"/>		 (https://www.sdao.com/EventList?InitialText=regional)
38	SDAO/SDIS onsite risk management training conducted by SDAO risk management staff or management consulting staff during the current policy year (2018)?	<input checked="" type="checkbox"/>		
39	OFDDA - SDIS Fire District Risk Management Training?	<input type="checkbox"/>		

Check Yes if completed	Yes	Help	More Information
40 OWRC Joint Trainings?	<input type="checkbox"/>		

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