

AGENDA

Northern Piatt Fire Protection District Board of Trustees

January 15, 2025

7:00PM

108 N. Washington Street, Mansfield, IL

Call to Order

Roll Call

Routine Matters

Approval of December Minutes

Approval of Bills Payable and Treasurer's Report for January

Public Comment

Old Business

1. Concrete Replacement
2. Bank Accounts
3. New Federal OSHA Requirements
4. Decennial Efficiencies Committee Compliance
5. Janitor Job Description
6. Truck Purchase
7. 2025 Election

New Business

1. Approval of AFR

Chief's Old Business

1. Purchasing pagers
2. Water filter installation
3. Truck repairs

Chief's New Business

1. Washing machine replacement
2. Uniform purchases
3. Badge purchases
4. Snow blower/removal equipment

Adjournment

Next Meeting – February 19, 2025

REVISED

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud.

2. The second part of the document outlines the specific requirements for record-keeping, including the need for clear, legible entries and the requirement to retain records for a minimum of seven years. It also discusses the importance of regular audits and the role of internal controls in ensuring the accuracy of the records.

3. The third part of the document provides a detailed description of the record-keeping system to be implemented. This includes a list of the types of records to be maintained, such as invoices, receipts, and bank statements, and a description of the procedures to be followed for the collection, storage, and retrieval of these records. It also discusses the use of technology to facilitate the record-keeping process.

4. The fourth part of the document discusses the training and education requirements for the personnel responsible for maintaining the records. It emphasizes the need for ongoing training and education to ensure that the personnel are up-to-date on the latest record-keeping practices and technologies.

5. The fifth part of the document discusses the importance of the record-keeping system in the overall financial management of the organization. It emphasizes that the system is not only a means of ensuring the accuracy of the financial records but also a tool for improving the efficiency and effectiveness of the financial management process.

6. The sixth part of the document discusses the implementation of the record-keeping system. It provides a detailed description of the steps to be followed, including the selection of the record-keeping system, the development of the record-keeping procedures, and the training of the personnel responsible for maintaining the records.

7. The seventh part of the document discusses the ongoing monitoring and evaluation of the record-keeping system. It emphasizes the need for regular audits and evaluations to ensure that the system is continuing to meet the organization's needs and that any necessary adjustments are made in a timely manner.